THE

CIVIL SERVICE REGULATIONS

RELATING TO

SALARY, LEAVE, PENSION AND TRAVELLING ALLOWANCE

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OVERNMENT OF INDIA
FINANCE DEPARTMENT

THE

CIVIL SERVICE REGULATIONS

RELATING TO

SALARY, LEAVE, PENSION AND TRAVELLING ALLOWANCE



Fifth Edition, corrected up to 1st April 1910

CALCUTTA
SUPERINTENDENT GOVERNMENT PRINTING, INDIA
1910

Price Rupees Two, or Three Shillings, with Appendices

GENERAL ARRANGEMENT.

CALCUTTA

FINANCE DEPARTMENT.

Dated the 1st April 1910

The Fifth Edition of the Civil Service Regulations now published supersedes the Fourth Edition which should no longer be quoted The numbering of the Articles and of the Appendices has been maintained

2 Certain Articles and entries in various Appendices which were clearly obsolete have been removed from the Edition now published, also some Articles and Appendices referring only to matters of interest to particular Provinces have been removed from the Civil Service Regulations and embodied in the manuals of Civil Account Officers of the Provinces concerned

3 In the course of revision the following omissions, modifications and additions of general application have been made

Articles which have been cancelled—200, 524, 542, 914(*b*) *Note*, 1043, 1146, 1150—1157

Articles which have been modified—8 (iii), 33, 64, 83, 85, 199, 267, *Rule 1*, 314 (*b*), 442 (*c*), 466, 475, 510, 513, 514, 520, 521, 525, 643, 739, 740, *Note* under 753 A, 755, 757, 761, 787, 874, 938, 999, 1004, 1042(*b*), 1076, *Exceptions*, 1083, 1090, 1127, 1133, 1148, 1149

New Articles—29 A, 29 B, 78 A, 80 *Note*, 81, *Note 2*, 84 A, 348 A, 403, *Note*, 404, *Note*, 782 A, 782 B

J S MESTON,

Secretary to the Government of India

PART I.—PRELIMINARY.

GENERAL ARRANGEMENT.

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CIVIL SERVICE REGULATIONS

RELATING TO

SALARY, LEAVE, PENSION AND TRAVELLING ALLOWANCE.

PART I.—PRELIMINARY.

Chapter I.—General Scope.

No. 202.

Page 1 Article 1

Insert the following as note to this Article —

NOTE —[The pay and allowances (except travelling allowances) pension and leave of officers of the Royal Indian Marine holding shore appointments are governed by the Marine Regulations]

(5th Edition, No 70 dated 3 10-11)

individuals are not included in them, [illegible]
have been framed so as to embody all [illegible]
allowances, the leave and leave allow[illegible]
allowances of officers, the conditions of whose service in respect to these [illegible]

the proper channel Until so confirmed, it should be considered as not in force

2. The rules which apply to the ordinary Civil establishments of the State apply also to officers employed under the Military and Marine Departments and under Local Governments whose service does not qualify under the Army *or Marine Regulations The rules in Part VII apply to all officers in the service* of the British Government

3 The Travelling Allowance Regulations in Part XI apply to Military officers in the Army Secretariat of the Government of India, Chaplains of the Church of Scotland except when on service with a regiment in the field, and all officers in Civil employ, except those officers of the Royal Indian Marine to whom the Travelling Allowance rules in the Marine Regulations (see Section III, Volume I, Part II) apply

Except in cases in which it is otherwise provided in the Military Regulations or in which it may be otherwise specially sanctioned by the Government of India the travelling allowance of clerks in all Military offices is governed by the Regulations in Part XI

[illegible] a part [illegible] of India.]

[illegible] from a despatch from the Secretary of [illegible] and a [illegible] by the Government of India relating to the rights reserved by [illegible] :—

Despatch from Secretary of State, [illegible], dated [illegible]

"You remark that you are unable to admit any claim [illegible] of the Government of India to compensate those officers for the [illegible] of any administrative measures which it has been considered necessary to adopt in the interests of the [illegible] generally, and that it would be extremely inconvenient, if not wholly impracticable, in carrying out every change to consider every possible effect, however remote, which such change might have on the prospects of every officer in the service

"I concur in the sentiment expressed by your Government in this matter. All administrative reforms would be rendered impossible if the Government were [illegible] by considerations such as those above referred to."

Resolution No. 4553, dated [illegible] December 1871

"The Government of India have always been careful to exercise the right of altering rules with due consideration for the rights of their servants. The ordinary course adopted to prevent [illegible]

[illegible]

in determining whether some compensation ought not to be granted in the particular instance."]

Chapter II.—Definitions.

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5. Unless there be something repugnant in the subject or context, the terms defined in this Chapter are used in the Regulations in the sense here explained

6. Absentee means an officer absent from an appointment on which he has a lien, either on leave or on deputation to another appointment, whether permanent or temporary, or on special duty unconnected with his own appoint-

PART I

ment, or on joining time during transfer to another appointment, or under suspension

7 **Accountant General** includes "Comptroller General and "Comptroller"

8. **Active Service** includes, besides time spent on duty in India,—

(i) Privilege leave and Subsidiary leave

(ii) Examination leave under Articles 279 and 280 provided that not more than twelve months of such leave can be so reckoned, and that leave under clauses (*a*) (ii) and (*b*) of Article 280 is not reckoned as Active Service unless the officer passes the examination for which the leave is granted Leave under Article 281 also counts as Active Service provided that the officer successfully passes the examination for which the leave is granted

(iii) Time spent on the voyage to India by an officer who is recalled to duty before the expiry of any recognised leave out of India, provided his return to duty is compulsory (see Article 199)

(iv) For purposes of pension the period of absence from India of an officer deputed or detained out of India on duty

9 In the case of a member of the Indian Civil Service Active Service includes also—

(i) The interval between the date of an officer's first arrival in India and the date on which he joins his first appointment,

No 349

Page 3 Article 9

Insert the following Note under clause (ii) of this Article

NOTE —(This clause applies to Military Officers subject to the Civil Leave Rules)

(5th Edition No 349 dated the 10th June 1914.)

... the date of first substantive appointment in the Civil Department or from the date of completion of three years' continuous officiating service in the Civil Department, whichever may be the earlier

A continuous service Royal Engineer Officer becomes subject to the Civil Leave Rules from the date of entry into permanent Civil employ if it is subsequent to the date of his election for continuous Indian Service, or from the date of such election if it is subsequent to the entry into permanent Civil employ A non continuous service Royal Engineer Officer becomes subject to the Civil Leave Rules, if he elects these rules, from the date of entry into permanent

4 *Cancel this Article, as amended by correction slip No 111 dated the 1st March 1911.*

(C S 111 N 310, dated the 17th June 1914)

Add the following to this Article :—

Cantonment Magistrates do not become subject to the Civil Leave until after the expiry of three years from the date of their subst. appointment to the Cantonment Magistrates' Department

(C S No 111 dat d 1 3 11)

provided they reached India on or before the 1st of December of the year in which they passed out of College

12 In the case of officers of the Telegraph Department appointed from the Royal Indian Engineering College at Coopers Hill, from the years 1883 to 1891, both inclusive, Active Service includes also the whole period from date of appointment to the service to date of joining their appointments in India, provided they reached India within the period named in their letter of appointment, otherwise from date of arrival in India

13 Actual Travelling Expenses when used in Part XI, means the actual cost of locomotion for an officer himself, his servants, and personal luggage, including charges for ferry and other tolls, and for carriage of camp equipment (when necessary), but not including charges for hotels, dâk bungalows, or refreshments, or for the carriage of stores or conveyances, or for presents to coachmen, nor any allowance for such incidental losses or expenses as the breakage of crockery, the wear and tear of furniture, the entertainment of additional servants and the like

14 Age —When an officer is required to retire, revert, or cease to be on leave, on attaining a specified age the day on which he attains that age

ease

T

15 Audit Officer means the Account and Audit Officer, whatever official designation, in whose circle of audit, a public servant is serving or respect to verification of service) has served, i e ,—

For service in an ordinary Civil establishment—the Accountant Gen

„ „ the Public Works Department—the Examiner of P Works Accounts,

„ „ the Post Office Department—the Comptroller, or D Comptroller, Post Office,

„ „ the Telegraph Department—the Examiner of Tel Accounts,

„ „ the Military and Marine Departments—the Co of Military Accounts

„ „ under the Railway Department—the Exami Accounts of the State Railway concerned

16. Average Salary means the average of the salary which an officer has earned during so much of the three years preceding the day on which he gives up office as he has passed on duty or on privilege leave

NOTE 1 —[In the calculation of "Average Salary" "Privilege leave in case of regular vacations" on half pay granted under Articles 271 to 276 is treated as if it were on full pay]

NOTE 2.—[If the period spent by an officer on special duty in England is allowed to count for leave, it is included in the calculation of Average Salary, on the assumption that the officer drew *full salary* *Otherwise it is excluded in calculating Average Salary*]

NOTE 3 —[When Privilege leave is combined with other leave under Article 233, the calculation is made up to the day preceding the commencement of the Privilege leave]

17. Barrister means a practising Barrister of England or Ireland and a practising member of the Faculty of Advocates of the Court of Session of Scotland It does not include a person who, though a Barrister, has never practised the profession of Barrister

18 Calendar Month —The following examples show how a period stated in calendar months should be calculated —

Examples — A period of six calendar months beginning on the—	ends on the—
28th February	27th August
31st March or 1st April	30th September
29th August	28th February
30th August or 1st September	last day of February.
A period of three calendar months beginning on the—	ends on the—
29th November	28th February.
30th November or 1st December	last day of February

19 Camp Equipment or Equipage — 'Camp equipment" includes tents and the requisites for pitching and furnishing them or where tents are not carried such articles of camp furniture as it may be necessary in the interests of the public service for an officer to carry with him into camp "Camp equipage" means the apparatus for moving a camp

20. Chaplain when used in Part XI, includes any Minister of religion whether in Government service or not, performing under proper authority the duties of a Chaplain

21. Consolidated pay includes Military pay and allowances or Staff Corps pay which cannot be separately drawn

22 Continuous Service and Continuous Active Service mean the Service and Active Service of an officer since his last return from Furlough or Extraordinary leave lasting in either case more than three months., or, if he have not had such leave, since the beginning of his Active Service No leave may be included in Continuous Service, except Privilege leave and Special leave, and in the case of a Royal Engineer *who has elected for Continuous* Service in India, Furlough on urgent private affairs under Rule XI of the Rules of 1868 [See Article 231]

23. Day—When used in Part XI, the term "Day" means a calendar day beginning and ending at midnight But an absence from head-quarters which does not exceed 24 hours is reckoned as one day, at whatever hours the period begins and ends

24. Extraordinary leave means Special Furlough granted under Rule 8 of the Military Furlough Rules of 1875, leave without allowances granted under Article 339 of these Regulations, and leave of absence from duty granted (see Article 332) otherwise than under the Leave Rules

Example—Leave in extension of the three years admissible under Article 312

25. Family—When used in Part XI, "Family" includes the officer's wife, his legitimate children and step children residing with and wholly dependent on him, and also his parents, sisters, and minor brothers if wholly dependent on, and residing with him

26 First appointment includes the appointment of a person not at the time holding any appointment under Government, even though he may have previously held such an appointment

27. Foreign Service means service under a Native State, Municipality, Port Trust Court of Wards, or other body financially independent of the Government of India.

28. General Revenues for the purposes of pension includes Provincial Revenues and the Revenues of Mysore so far as regards service rendered in Mysore before the 1st October 1882, by Civil and Military officers who either ... British Government apart from their particular ...

... before that date

NOTE—[The service in Mysore of Civil and Military officers as above described, became Foreign Service" on the 1st October 1882]

...

Appointments in the same Class are sometimes divided into "Grades" accord-

...

29A. Heads of Departments.—The term includes

(*a*) The officers specified in Part I of Appendix 1A.

(*b*) Those specified in Part ... s to whom the Local ... the powers of a Head c... by the Government of India in the Finance Department No. 5525-Ex., dated the 19th ovember 1909.

PART I.

29B. **Imperial Branch or Service**—The term applies—

(1) to those services or branches of services, which are composed of gazetted officers recruited in England, *e g*, the Indian Civil Service, Military officers filling gazetted Civil appointments, and the "Imperial" as distinguished from the "Provincial" gazetted ranks of the Public Works Department, Forest, Indian Educational Service, Police, Agricultural, Civil Veterinary Departments,

(2) to such appointments as are specially declared by the Government of India to be "Imperial" appointments

30 **Indian Civil Service** means the service formerly known as the Covenanted Civil Service

31 **Lien on Appointment**—When an officer is said to have a lien on

as the tenure of the appointment is An officer may have a lien on an appointment without having actually joined it

32 (*a*) **Local Allowance** is an allowance not specially declared to be "Pay" or "Salary" given in addition to pay or salary either for duties which do not properly belong to an officer's office, or in consideration of exceptional local circumstances, such as the unhealthiness or expensiveness of the locality or duty, or the specially arduous nature of the work

(*b*) Subject to the provisions of Articles 62 and 267 to 270, a Loca allowance is paid in full to the officer actually present on duty, and is not taken into account in calculating leave allowances or pension

33 **Local Fund**—The expression "Local Fund" denotes —

(1) Revenue administered by bodies which by law or rule having force of law come under the control of Government whether in regard to the proceedings generally, or to specific matters such as the sanctioning of their budgets, sanction to the creation or filling up of particular appointments, the enactment of leave, pension or similar rules,

(2) the revenues of any body which may be specially notified by the Government of India as such

34. **Local Government**—The Governments and Administrations, De partments and officers who, under these regulations, exercise, in full and in part, the powers of a Local Government are specified in Appendix I

35. (*a*) **Military Officers**—"A Military officer subject to the Civil Leave Rules" means a Military Commissioned Officer in Permanent Civil employ who is not subject to the Military Furlough Rules of 1868 nor to the British Army Leave Rules

(*b*) All Military officers *in permanent Civil employ*, who entered the Staff Corps or the Indian Medical Service after the 31st December 1875, or were

PART I

subject, previous to their entering Civil employ, to the Leave Rules promulgated by the Army Circular dated 0th April 18·6 and continuous service Royal Engineer Officers in permanent Civil employ or non continuous service Royal Engineer Officers in permanent Civil employ, who after completing five years' Indian Service do not elect the British Army Leave Rules are "subject to the Civil Leave Rules"

(c) "A Military officer subject to the Military Leave Rules" means a Military Commissioned Officer in permanent Civil employ who is subject to the Military Furlough Rules of 1868 or the British Army Leave Rules a Departmental Commissioned Officer a Commissioned Officer of the Indian Subordinate Medical Department or a Warrant Officer Such an officer is not included in the term "an officer" used in the Leave Rules

NOTE —[The term Military Commissioned Officer when used in these Regulations, does not include a Departmental Commissioned Officer or a Commissioned Officer of the Indian Subordinate Medical Department or a Warrant Officer]

(d) All Military officers who were in Civil employ on the 30th December 1875 and have been since continuously in such employ are "subject to the Military Leave Rules" excepting any who may have elected the Rules of 1875, before the 7th December 1877

(e) The term "all Military officers" means both Military officers subject to the Civil Leave Rules, and Military officers subject to the Military Leave Rules

1 A Military officer in the Army Secretariat of the Government of India and a Military officer appointed from Military employment to be Private Secretary to a Lieu[illegible] are not in Civil employ

2 A Military officer who has officiated in the Civil Department continuously for not le[illegible] than three years is considered to be in permanent Civil employ The period of Foreign empl[illegible] of an officer transferred direct from officiating Civil employ to Foreign service is included in officiating service but not furlough or leave (other than Privilege leave), which unless granted on medical certificate operates as a break cancelling past officiating service for purposes of this rule

3 A Military officer does not come under the Civil Leave Rules by reason of his transferred to an appointment in the Civil Department of which the tenure is limited to a def[illegible] period. Such officers remain subject to the Military Leave Rules except as regards P[illegible] leave (see Article 241)

4. When a Military officer subject to the Civil Leave Rules is temporarily deputed t[illegible] Military Department, but retains a lien on his appointment in the Civil Department the[illegible] of his deputation qualifies for leave under the Civil Leave Rules

5 An officer of the Indian Medical Service who is subject to the Civil Leave [illegible] becomes subject to the Military Leave Rules on promotion to the rank of Col[illegible] Surgeon General

36 Ministerial Officer means an officer, whether gazetted [illegible] whose duties are not of an administrative or executive character, but employed as a member of an office establishment

Examples — A Registrar an Accountant or a Clerk is a Ministerial officer A [illegible] a Police Inspector or Constable or a Teacher in a school is not a Ministerial officer

37 Native of India means any person born and domiciled [illegible] dominions of His Majesty in India or within the territories of I[illegible] tributary to or in alliance with, His Majesty, of parents habitually [illegible] in India, and not established there for temporary purposes only

PART I.

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subject, previous to their entering Civil employ, to the Leave Rules promulgated by the Army Circular, dated 30th April 1886, and continuous service Royal Engineer Officers in permanent Civil employ, or, non continuous service Royal Engineer Officers in permanent Civil employ, who after completing five years' Indian Service do not elect the British Army Leave Rules, are "subject to the Civil Leave Rules"

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(e) The term "all Military officers" means both Military officers subject to the Civil Leave Rules and Military officers subject to the Military Leave Rules

1 A Military officer in the Army Secretariat of the Government of India and a Military officer appointed from Military employment to be Private Secretary to a Lieutenant-Governor are not in Civil employ

2 A Military officer who has officiated in the Civil Department [illegible]

3 [illegible]

4 [illegible] is temporarily deputed to [illegible] Civil Department the p[illegible]

[illegible] officer of the Indian Medical Service who is subject to the Civil Leave [illegible] becomes subject to the Military Leave Rules on promotion to the rank of Colo[illegible] Surgeon General

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Examples —A Registrar an Accountant or a Clerk is a Ministerial officer A Ta[illegible] a Police Inspector or Constable or a Teacher in a school is not a *Ministerial officer*

37 **Native of India** means any person born and domiciled with[illegible] dominions of His Majesty in India or within the territories of Indian [illegible] tributary to, or in alliance with, His Majesty, of parents habitually re[illegible] in India, and not established there for temporary purposes only

PART I.

PART II.—RULES REGARDING PAY AND ALLOWANCES.

GENERAL ARRANGEMENT.

Page 10 Article 42

Insert the words "the First Assistant Port Officer, Rangoon" after "Chittagong" in line 2 of this Article

(5th Edition No 22 dated 1 10-10)

43. **Progressive Appointment** means an appointment the pay of which is progressive, that is, pay which, subject to the good behaviour of an officer, rises, by periodical increments from a minimum to a maximum

NOTE —[For brevity's sake a Progressive pay is described by three groups of figures namely, the minimum the increment and the maximum thus Rs 100—20—200 means a pay rising from Rs 100 by a yearly increment of Rs 20 to Rs 200]

44 **Public Conveyance** means a train, steamer, or other conveyance which plies regularly for the conveyance of passengers the term includes such conveyances as the "express" tongas plying between Simla and Kalka and palanquins plying in connection with the Pathankot Dalhousie Dhuli dak

45 **Rule of Proportions** —Pension or leave allowances are said to be chargeable according to the "Rule of Proportions" when the charge is debitable to several accounts in the proportions in which in the case of pension, the aggregate pay drawn by the officer during the whole of his qualifying service has been paid from them or in the case of leave allowances, the aggregate salary drawn by the officer during the portion of his service immediately preceding the beginning of his leave which is taken into account in calculating the leave granted to him was charged to such several accounts

46. **Staff Salary** is an allowance to a Military officer in addition to the Military Pay and Allowances or the Staff Corps pay of his rank

47 **Statutory Civil Servant** —A Statutory Civil Servant is a Native of India who was appointed under Notification No 1534 of the Government of India, Home Department, dated the 22nd August 1879, to an office, place or employment referred to in section 6 of 33 Vict Cap 3

48 **Warrant Officer** —A Departmental officer with honorary rank or Warrant Officer includes all Departmental officers with honorary rank and Warrant Officers of all Indian Army Departments to whichever Military furlough rules they may be subject These officers are —

(a) Departmental officer with honorary rank—

- (i) Deputy Commissary
- (ii) Assistant Commissary
- (iii) Deputy Assistant Commissary
- (iv) Senior Assistant Surgeon

Warrant Officer—

- (i) Conductor
- (ii) Sub Conductor
- (iii) Assistant Surgeon of the 1st, 2nd, 3rd or 4th class

PART II.—RULES REGARDING PAY AND ALLOWANCES.

GENERAL ARRANGEMENT

PART II.—RULES REGARDING PAY AND ALLOWANCES.

Chapter III.—General Rules for regulating Allowances.

Conditions of Age and Health.

49. No person m[illegible] in India without a cert[illegible] when necessary) by a [illegible] charge of a civil station or (in the case of a candidate for employment in a State Railway) of a State Railway This certificate must be annexed to the first bill submitted for the pay of the officer A similar rule is enforced by the Secretary of State in the case of persons selected by him for service in India

I do hereby certify that I have examined *A B*, a candidate for employment in the [illegible] Department, and cannot discover that he has any disease, constitutional affection, or bodily infirmity, except [illegible] I do not consider this a disqualification for employment in the office of [illegible] *A B*'s age is according to his own statement (*x*) years, and, by appearance, about (*y*) years

[illegible]

[illegible] public grounds, [illegible] Rule 49 and may [illegible] particular Medical [illegible] to any other [illegible] pay not exceed [illegible] In such form [illegible] a medical man, and it may [illegible] any officer having authority to make the appointment

No medical certificate is necessary upon an officer being promoted from Inferior to Superior service, even though the officer while in Inferior service may have been paid from a Local Fund

51 A person whose age exceeds twenty five years may not ordinarily be admitted into the service of the State in Superior service without the sanction of the Head of the Department or a Commissioner of a Division [illegible] orders printed as Appendix 2) The ordinary limit is extended to

(a) thirty five years in the case of—

(i) a person appointed to a judicial office in the Provincial service in Madras directly from the Bar.

PART II

(b) thirty years in the case of—

(i) a person appointed to a Judicial office,

(ii) Civil Assistant Surgeons in Burma who held Burma medical scholarships at the Calcutta Medical College,

(iii) Candidates for admission to the Subordinate Civil Service in Burma by competitive examination

(c) twenty-eight years in the case of—

(i) [illegible]

(ii) Civil Assistant Surgeons in the Bombay Presidency who had passed the previous Examination in Arts before taking the Medical Degree,

(iii) Civil Assistant Surgeons in the Madras Presidency who had passed the First Arts Examination before entering on the course for the Degree of Licentiate in Medicine and Surgery, and those who had gone through the course for the Degree of Bachelor of Medicine before entering the service

NOTE.—[This Article does not apply to the employment in civil capacities of reservists and pensioners of the Native Army]

Date of reckoning Allowances

52. (a) Unless it be otherwise provided by special rule or contract, the salary of an officer begins when he takes charge of the appointment in respect of which it is earned If the charge is transferred after noon, the transfer does not affect allowances until the next day

(b) If, however, [illegible] s changed while he is officiating [illegible] an officer s appointed, for the [illegible] provided that his tenure of his officiating appointment is not interrupted by his new [illegible] without joining it, [illegible] later date on which

1 Pupils of the Civil Hospital Assistant class in Medical Colleges appointed to be Hospital Assistants are (subject to the proviso below) allowed to draw pay as lowest grade Hospital Assistants from the date they pass their final qualifying examination.

They may, however, be granted leave for a period not exceeding 30 days after they pass their final examination, and subject to the following conditions the leave may count from a date later than that on which the final examination is passed —

(a) That the leave shall in no case extend beyond five weeks from the date of passing the final examination.

(b) That the newly appointed Hospital Assistant will begin to draw pay and to count service with effect from the date on which the leave begins.

In the case of pupils who are non Burman holders of Burma Civil Hospital Assistant Scholarships leave may be granted for a period not exceeding a month and a half from the date of passing their final examination, and if counted from a later date as above, not extending beyond seven weeks from the date on which the final examination is passed.

2. Stipendiary students of the Imperial Forest School, Dehra Dun, are allowed to draw from the date they pass their final qualifying examination at that institution, the pay of the grade to which on so passing they are appointed in the Forest Department.

PART II.

Charge of Office

53 Unless for special recorded reasons (which must be of a public nature) the authority under whose orders the transfer takes place permits or requires it to be made in any particular case elsewhere, or otherwise, the charge of an office must be made over at its head quarters, both the relieving and the relieved officers being present

(a) When vacation is prefixed to leave the outgoing officer will report before leaving head quarters, that he makes over charge with effect from the end of the vacation The relieving officer will then take over charge at the end of the vacation in the ordinary way

When vacation is affixed to leave the officer to be relieved will make over charge in the ordinary way before the vacation, the incoming officer on return at the end of the vacation taking over charge with effect from the beginning of the vacation.

NOTE —Charge of an office may not, without the previous sanction of the Government of India, be relinquished or resumed by officers visiting Aden on duty preparatory to retirement from the service or while proceeding on or returning from leave

54 As a general rule, and subject to any special orders to the contrary in particular cases, the head quarters of an officer on the staff of a Government, as, for instance, a Secretary to a Government, the Surgeon General with the Government of India, or a clerk in a Government Secretariat, are the head-quarters, for the time being, of the Government to which he is attached

55 The head quarters of any other officer are either the station which has been declared to be his head quarters by the authority which appoints him, or, in the absence of such declaration, the station where the records of his office are kept

Leaving Jurisdiction

56 No officer (other than a police officer acting within his legal powers) is entitled to pay or allowances for any time he may spend beyond the limits of his charge without proper authority

57 A Local Government may authorise any of its officers to proceed on duty to any part of British India, whether within or beyond its own jurisdiction, or to any Foreign State or Settlement adjoining its jurisdiction, provided either that the pay and allowances of the officer deputed are chargeable wholly or partially to Provincial Revenues or that the officer belongs to a Department or establishment which, though paid from Imperial Revenues, is under the administrative control of the Local Government.

PART II.

No. 60.

Page 16. Article 57.

Cancel Rule 2 under this Article.

(5th Edition, No 60, dated 1 12 10)

58 A Controlling Officer (see Article 1159) may allow any officer subordinate to him to proceed on duty to any part of the territories of his Local Government or to a district or Foreign State or Settlement adjoining the jurisdiction of the Controlling Officer and to draw travelling allowance under rule

59 An Accountant General may, under the orders of a Local Government, pass pay and allowances (according to rule) to the head of an Administration for any period during which he may be absent from his jurisdiction and to any member of his personal or Secretariat staff Such an order is, with reference to the Statute 3 and 4 Will IV, Cap 85, s 79, a sufficient authority to the Accountant General for assuming that the absence is on the known actual service of the Government

Promotion during Leave

60 An officer on Long Leave has no claim to substantive promotions Such promotion may, however, be given, but, except in the case provided for in the Note under Article 585 (*a*), the promotion has effect only from the date on which the officer returns to duty

If an officer, while absent on Short Leave during which the amount of his *leave allowances depends upon the substantive* or officiating appointment which he would hold if present on duty, obtains promotion, substantive or officiating, or an increase of pay or acting allowance which involves no change in, or addition to, his duties or responsibilities, the promotion or increase has effect at once

Personal and Local Allowances

61 Unless in any case it is specially ordered otherwise a personal allowance should be reduced by any amount by which the recipient's pay or salary may be increased, and should cease as soon as his pay or salary is increased by an amount equal to his personal allowance

62 So much of a local allowance as is not paid to a substitute may be drawn by an officer absent from his office through deputation on special duty for a period not exceeding one month If the absence exceeds a month, an officer is not entitled to draw his local allowance for any part of the absence This rule applies also to an officer in receipt of presidency allowance at a Presidency town who is absent from the Presidency town on duty connected with his office, but an officer in receipt of house rent at a Presidency town may, during absence from the Presidency town, whether on other duty or on duty connected with his office, continue to draw his house rent, provided the term of his absence does not exceed two months, exclusive of the months of

departure and return, if the absence exceeds this term, the house rent is not admissible for any part of the absence A claim to house rent under this Article must be supported by a certificate by the officer that his previous rate of expenditure for a house at the Presidency town continued during his absence

2 Any Med cal officer in med cal charge of a C vil stat on who is [illegible]

3 The rule in this Article does not apply to the Presidency allowances drawn by officers and Accountants of the Accounts Branch of the Public Works Department when absent from the Presidency town on inspection duty In their case Presidency allowance may be drawn irrespective of whether the period of absence is under or over a month.

4 Members of the Persian Section Indo European Telegraph Department, who receive house rent in Persia may draw their house rent for periods of absence on deputation from their [illegible] e that they have actually paid full [illegible] se rent may when transferred to [illegible] making over charge of his duties [illegible] succeeds him does not also draw house rent for the same station in respect of the same period

Salaries of Natives of India

63. The salary of a Native of India appointed to an office which has been usually filled by a member of the Indian Civil Service, or of the Staff Corps, or by nomination in England, or otherwise with the specific approval of the Secretary of State is, in the absence of special orders to the contrary, two thirds of that assigned to the European

NOTE 1 —In the case of appointments usually filled by members of the Indian Civil Service, the two thirds is more accurately described as 64 per cent., thus—

	Rs
Full salary	100
Deduct four per cent for annuity—net salary	96
Two thirds of net salary	64

NOTE 2 —[Any local allowance attached to an appointment of the class referred to in this Article should also be reduced to two thirds when the appointment is held by a Native of India]

Advances and their Recovery.

64 (*a*) An advance may be made to any public officer in the Civil Department—

(i) on arrival in India on first appointment, of an amount not exceeding two months' pay less the amount of any advance made in England,

(ii) on return from long leave or special duty out of India, not exceeding two months' pay or Rs 1,000 whichever is less, in addition to any advance made by the Secretary of State in England

(2) raising the salary of an officer or of a sanctioned appointment, not of the class specified in (1), to an amount in excess of Rs 750 a month, or increasing a salary which is already in excess of that amount

NOTE 1 —In the case of incremental pay the test for the application of this rule is the maximum pay attainable

NOTE 2 —The term salary used in this Article includes not only salary as defined in Article 38 (c) but all payments to officers from General Revenues or from Local Funds whether in the nature of fixed allowances or of fees rewards (except language rewards other than those which take the form of monthly allowances) or honoraria It does [illegible] ever include the following —

( ) Exchange compensation allowance
Travelling or conveyance allowances.
) House rent allowance or grant of free quarters.

[illegible]

[illegible]

he may be employed in any manner required by proper authority within his own branch of duty, without claim for additional remuneration, whether the services rendered are such as would ordinarily be paid for from General Revenues or a Local Fund

(b) All Municipalities and Funds administered under a Local Government, inclusive of Port Trust Funds and Wards' Estates, are entitled to the gratuitous advice and services of officers of the Public Works Department, and of all Government Medical Sanitary and Educational officers whenever these can, in the opinion of the Local Government, be given without detriment to the public service It will rest with the Local Government in each case to decide whether this last condition is fulfilled and to indicate in each [illegible] to what officer application for advice or assistance should be [illegible] ality has its own Engineer or Manager, it will probabl[illegible] superior officer of the Public Works or other D[illegible] more direct supervision and assistance may [illegible] be freely given without charge if the Local [illegible] vision and assistance can be given wit[illegible]

(c) [illegible] such officers as Directors of a Railway [illegible] Council or a Port Trust, Government I[illegible] rman or Vice Chairman of the Rangoon [illegible] special or local law to receive fees or [illegible] eetings of Directors or Commissio[illegible]

72 (a) [illegible] r from General Revenues, or from I[illegible] artment certifies that the

work is special and outside the ordinary course of the officer's duties, and that it does not interfere with the discharge of those duties

(*b*) The powers of sanction of the several authorities in such cases are as follows :—

Up to Rs 100, by the Head of the Department

" " 500, by the Local Government

" " 1 000, by the Government of India

Above " 1,000, the sanction of the Secretary of State is required ·

Provided that the limit of sanction when the charge falls on Imperial Funds in the case of a Local Government, shall be Rs 200 in each case

NOTE —[This rule applies to single payment only a recurring hono arium or reward or fee requires the same sanction as an increase of salary The fee paid to an educational officer selected as an exam ner on purely personal grounds irrespective of his posit on under Govern ment though tl ese grounds may bring about his appointment in successive years is not a re curring fee within the mean ng of this rule]

(*c*) If it is proposed to grant to any officer for special work of any des cription a bonus or honorarium which will require the sanction of the Govern ment of India or the Secretary of State as the case may be, the consent of the Government of India in the Finance Department must be obtained to the payment of a specific sum before the work is begun

(*d*) Remuneration shall not be given under this rule for superintending an examination rendered compulsory on persons belonging to the public service, or any other examination the conduct of which comes within the ordinary duties of the officer or officers conducting them But remuneration may be granted to officers superintending an examination of candidates for admission to the public service or any other examination the conduct of which is declared by the Local Government not to come within the ordinary duties of the officer or officers conducting them If fees are levied from the candidate appearing at an examination and the amount of such fees is suffi cient to cover the honoraria of the examiners the reference required by clause (*b*) to the Government of India or the Secretary of State in certain cases shall not be necessary

NOTE —[A M litary officer in Civil employ or a Civil officer who may be appo nted President of a Committee for the exam nation of Mil tary officers in H ndustani or Persian shall be entitled to the same fees as are admissible under the Army Regulations to Mil tary officers for the performance of sim lar duties]

73 Any servant of Government is eligible to receive without special permission (*a*) the premium awarded for an essay or plan in public competi tion or (*b*) any reward offered for the arrest of a criminal or for information or special services in connection with the administration of justice, and also any reward payable in accordance with the provisions of any Act or Regulation or rules framed under such enactments

74 (*a*) Any officer may receive a fee from a private person or private body, or a public body whose funds are not administered by the Government for work done for it provided—

(1) he has undertaken the work with the knowledge and sanction in writing of the Head of his Department,

(2) that the Head of the Department certifies that it can be carried out without detriment to his official duties, and

(3) that the acceptance of a fee and the amount of the fee are approved by the authority having under clause (*c*) power to sanction its acceptance

(*b*) When the work undertaken for a private body is such that it must be done during the time which would otherwise be employed in the service of the Government, the fee should be credited to Government, but the authority having power under clause (*c*) may grant to the officer concerned the whole or such portion of the fee realised as it may deem suitable

(*c*) The powers of sanction of the several authorities in the case of each fee under clauses (*a*) and (*b*) are as follow —

Up to Rs 100, the Head of the Department
,, Rs 500, the Local Government
Above Rs 500, in the case of fees for conducting University examinations the Local Government and in other cases, the Government of India in the Administrative Department concerned

NOTE —[This rule applies to educational officers who are allowed to accept fees for private tuition work. The amounts specified above are the limits up to which fees may in such cases be allowed, for a scholastic term or for a long vacation by the sanctioning authorities concerned.]

(*d*) This rule does not apply to medical officers who are allowed to accept fees from private persons for professional attendance, subject only to the orders contained in the Resolution of the Government of India in the Home Department, No 813, dated 18th December 1888

(*e*) The Government of Bengal for reasons which must be recorded, may sanction the acceptance by a pilot or leadsman apprentice of a reward, not exceeding Rs 500, where special and exceptional services are rendered, whether to the ship of which he is in charge or to another vessel But this rule does not authorize a pilot or leadsman apprentice to enter into a bargain or arrangement, stipulating that he shall receive an extra fee in consideration of rendering extra services

Permanent Appointments

75 The previous sanction of the Secretary of State is required—

(1) to the creation of any new permanent appointment which would ordinarily be held by a gazetted Civil officer recruited in England, and

(2) to the creation of a permanent appointment, not of the class specified in (1), of which the salary (as defined in Article 70) exceeds Rs 500 a month

If an emergency should arise demanding the immediate creation of such an appointment, it may be made provisionally, but in such case it must be reported to the Secretary of State, no expectation being held out to the individual appointed to it which would warrant a claim for compensation in the event of the appointment not being finally sanctioned

76. As regards Provincial charges, the limits of authority of Local Governments in respect to permanent appointments are as follows:—

Without the authority of the Government of India—

(i) no appointment may be created with a pay of more than Rs. 250 a month; and no addition may be made to the pay and allowances of any officer if they exceed, or would, after the addition, exceed, Rs. 250 a month;

(ii) no appointment, of which the pay and allowances are more than Rs. 250 a month, may be abolished, and the pay and allowances of no such appointment may be reduced,

(iii) no class or grade of officers may be created or abolished; and the pay of no class or grade of officers may be raised or reduced;

(iv) no addition may be made to the pay or allowances of any individual officer, or class of officers, that may lead to increase in the emoluments of any public servants doing duty in the same province whose pay and allowances are not charged under one of the transferred heads of service The Government of India reserves the right to forbid alterations in rate of pay and allowances which, in its opinion, would produce inconvenience in other provinces

Temporary Appointments and Deputations.

77. *An officer is said to be on deputation* when he is detached on special temporary duty for the performance of which there is no permanently or temporarily sanctioned appointment A temporary appointment is an appointment carrying a definite rate of pay sanctioned for a limited time

77A. Temporary appointments and deputations may be made under the following rules which are subject to the general condition that any temporary appointment or deputation on a salary exceeding Rs 50,000 a year requires the previous sanction of the Secretary of State, unless the officer to be appointed or deputed has a lien on an appointment carrying a salary of equal or higher value, fixed by Statute

78. Temporary appointments and deputations, the cost of which is wholly or partly Provincial, may be sanctioned by Local Governments without reference to the Government of India—

(a) for any specified period, if the salary or salary and deputation allowance do not exceed Rs 250 a month.

(b) for not more than six months, if the salary or salary and deputation allowance exceed Rs. 250 a month,

In the Public Works Department, temporary appointments on pay not exceeding Rs. 250 a month, the cost of which is Imperial, may be sanctioned by a Local Government.

78A. When a temporary appointment is filled by an officer in the service of Government, its pay should be fixed—

(i) if it is of like character to an existing permanent appointment, at an amount equal to the salary which the officer would draw

if he were acting in the corresponding permanent appointment or, if the appointment is a temporary addition to a graded scale, the salary which he would draw if acting in the lowest grade of such scale

(ii) if it is not of like character to an existing appointment, at an amount which does not exceed the pay and deputation allowance which the officer would draw if he were placed on deputation under Article 81

In the case of temporary appointments on pay not exceeding Rs 250 a month, these restrictions may be dispensed with at the discretion of the Local Government, provided that no special orders of the Government of India which may be applicable to the case are thereby infringed

70 Temporary appoint

76. As regards Provincial charges, the limits of authority of Local Governments in respect to permanent appointments are as follows —

Without the authority of the Government of India—

(i) no appointment may be created with a pay of more than Rs 250 a month; and no addition may be made to the pay and allowances of any officer if they exceed or would, after the addition, exceed, Rs 250 a month,

(ii) no appointment, of which the pay and allowances are more than Rs 250 a month, may be abolished, and the pay and allowances of no such appointment may be reduced,

(iii) no class or grade of officers may be created or abolished; and the ... class or grade of officers may be raised or reduced;

No. 323.

Pages 22-23, Article 78-A :—

Substitute the following for this Article, as amended by Correction Slip No. 172, dated 1st August 1911.—

78-A. When a temporary appointment is filled by an officer in the service of Government, his salary will be determined as follows.—

(i) If the temporary appointment is of like character to existing permanent appointments—

(*a*) If the latter are divided into grades or classes, the temporary appointment will be treated as a temporary addition to the corresponding grade or class of the cadre; and the salaries of all officers concerned will be regulated according to promotions within the cadre under the rules in Chapter V.

(*b*) If the appointments are not graded, the salary of the officer filling the temporary appointment will be equal to that which he would draw if he were acting in a permanent appointment on the same pay The promotions made in such arrangements may be sub *pro tem*, if the temporary appointment is for not less than six months, in accordance with the provisions of Article 90 (2).

NOTE —A temporary addition to a clerical establishment for the performance of work falling within the ordinary duties of the establishment comes under clause (*a*) above

(ii) If it is not of like character to an existing appointment, at an amount which does not exceed the pay and deputation allowance which the officer would draw if he were placed on deputation under Article 81.

The Government of India may sanction the drawal by the holder of a temporary appointment of a salary in excess of what is permissible under the above rules, subject to the maximum limit of the pay of the appointment

The Local Government may sanction the drawal by the holder of a temporary appointment not exceeding Rs 800 a month, of a salary in excess of what is permissible under the above rules, subject to the maximum limit of the pay of the appointment, and provided that no special orders of the Government of India are thereby infringed

(Cor. No 323, dated 1-6-1[illegible])

if he were acting in the corresponding permanent appointment or, if the appointment is a temporary addition to a graded scale, the salary which he would draw if acting in the lowest grade of such scale.

(ii) if it is not of like character to an existing appointment, at an amount which does not exceed the pay and deputation allowance which the officer would draw if he were placed on deputation under Article 81.

In the case of temporary appointments on pay not exceeding Rs. 250 a month, these restrictions may be dispensed with at the discretion of the Local Government, provided that no special orders of the Government of India which may be applicable to the case are thereby infringed

79. Temporary appointments may be sanctioned by the Government of India—

(a) for any specified period, if the salary or salary and deputation allowance do not exceed Rs 500 a month, and

(b) for not more than two years, if the salary or salary and deputation allowance exceed Rs 500 a month

80 The sanction of the Secretary of State, though not necessarily the previous sanction, is required to any temporary appointment or deputation in which the salary or salary and deputation allowance exceed Rs 500 a month, and which is expected to last or does last for more than two years

NOTE —[In the case of temporary appointments or deputations connected with plague the limit of salary (including deputation allowance) in this Article is Rs 1,000 a month Half yearly statements of any temporary appointments or deputations which, but for this limit could not have been sanctioned by the Government of India are sent to the Secretary of State for information]

81 An officer deputed on special duty may be allowed to draw the pay or salary which he is drawing at the time of his deputation, or which he would have drawn from time to time if he had not been so deputed, provided that

work or responsibility in comparison with the duties of his regular appointment, or requires a change of station the officer may, in addition be allowed to draw a deputation allowance which may not, except in special cases and with the special sanction of the Government of India, exceed one fifth of salary, or Rs 10 a day, whichever is less

NOTE 1 —[The following are instances of appointments considered to be outside the regular line for the purposes of this rule —

Members of the Boards of Revenue and Financial Commissioners.
Judges of High Courts and Chief Courts and Judicial Commissioners.
Heads of Departments including Chief Conservators of Forests Chief Engineers and the Accountant General Public Works Department.

oment Officers and

ment of cost of
is not thereby
debarred from drawing any travelling allowance which would be admissible to him, if the duty on which he is deputed were treated as a new permanent appointment

Private Secretary to a Lieutenant Governor.

83 Only an officer already in the service of Government can be appointed to be a Private Secretary to a Lieutenant Governor The pay and staff pay of a Military officer appointed from Military employ are laid down in the Army Regulations A Military officer in Civil employ a member of the Indian Civil Service or other officer appointed to be Private Secretary from Civil employ is, while so employed, entitled to a local allowance of Rs 350 a month in addition to the salary to which he would, but for his appointment as Private Secretary, be entitled—provided that (1) the officer's total emoluments (including the allowance of Rs 350) shall in no case exceed Rs 1,250 a month *plus* exchange compensation allowance, (2) no extra expenditure shall be caused to Government beyond the local allowance of Rs 350 per mensem and the grade place, substantive or officiating, held by the officer on the establishment to which he is attached shall not be filled up and (3) no Military officer in Civil employ or member of the Indian Civil Service may be employed as Private Secretary whose substantive appointment in the regular line is above the grade of a Joint Magistrate or Assistant Commissioner

Famine Duty

84. The following allowances in addition to salary are granted to an officer deputed to Famine work in a Presidency or Province other than that in which he is serving besides the usual travelling allowances both to and from the scene of his labours and while there —

	Rs a month.	
(i) To a Sub Engineer in the P W Dept	75	Besides the usual sub divisional allowances permitted by the rules and cost of one servant s journey to and from the famine districts
To a Supervisor or an Overseer , ,	60	
To a Sub Overseer ,	25	
(ii) To a Military officer transferred from Regimental or purely Military duty to Famine work whether in or out of his own Presidency or Province—		The travelling allowances of a Military officer are the same as those admissible to a member of the Indian Civil Service
1 If the officer s service is more than five years	300	
2 If the officer s service is not more than five years .	200	
(iii) To every other officer	Rs 5 a day	Besides the cost of the journeys to and from the famine districts of his servants and (if tents and horses are carried) the carriage of his tents and horses

Deputation outside India

84A Ordinarily the sanction of the Secretary of State is required to any deputation to, or detention on duty in a country outside India In the case however, of a deputation to, or detention in, Ceylon or other British Possessions in Asia for a period not exceeding six months, the sanction of the Government of India is sufficient

NOTE 1 —[The period of the special duty runs from the date on which the officer makes over charge of his office in India to the date on which he resumes it when the officer is deputed outside India and for the time occupied by the duty when the officer is detained outside India]

NOTE 2 —[Time spent on duty out of India is not an interruption of service for leave, but it does not without the special sanction of the Secretary of State count as service for leave]

PART II.

No. 354.

Page 25. *Article 85.*

Substitute the following for Note 2 under this Article as amended by correction slip No 9, dated the 1st August 1910 :—

NOTE 2 —Notwithstanding Article 84 A, the Government of India or, in cases in which the cost is met from Provincial Revenues, a local Government may depute a subordinate police officer to any country outside India to accompany or take charge of criminals or lunatics, or on other similar business, and may grant to the officer so deputed :—

(a) full pay, for the entire period of absence from India, with

(b) actual travelling expenses and a subsistence allowance not exceeding the following scale, while in any country outside India —

	s. d
For an officer of the Inspector class	10 6 a day.
,, ,, Sergeant ,, ...	8 6 ,,
,, ,, Constable ,, ...	6 0 ,,

(5th Edition, No 354, dated 1st July 1914)

---- as)

For an officer of the Inspector class . 10 6 a day
,, ,, Sergeant ,, ... 8 6 ,, ,,

Chapter V.—Acting Allowances—General Rules.

No. 92.

Page 25. *Article 86.*

Insert the following as Rule 1 under this Article —

1 A Local Government may, at its discretion, allow *acting* appointments to be made in place of officers ordered or permitted to undergo a course of training in a school, college or other institution

(5th Edition, No 92, dated 1 2-11)

and 101 to 106

Provisional Appointments

89 If an officer is transferred to duty which is such that he retains no connection with his own appointment and which there is reason to believe will not terminate within three years, the Local Government may, if it thinks fit, suspend his lien upon his own appointment altogether, and fill up that appointment substantively reserving only the right to reverse the arrangements thus made in case the absent officer at any time reverts to his original appointment

Substantive *pro tempore* Appointments

90. An officer may be appointed substantively *pro tempore* on full pay without prejudice to the lien of the absentee in place of—

(1 an absentee who draws no part of the pay of his appointment;
(2) an officer holding a temporary appointment or on deputation within the meaning of Article 77 if the temporary appointment or deputation is for six months or more

PART II

The full pay of an officer thus appointed substantively for a time may, in like manner and upon the same condition, be given to a substitute similarly appointed The status of an officer appointed substantively *pro tempore* under this Article is that of an acting officer, and if he is appointed to officiate in a higher appointment his salary is reckoned upon his substantive pay proper and not upon the pay of the appointment he held substantively *pro tempore*

unless the officer claiming it has been formerly appointed provisionally or substantively *pro tempore* by competent authority]

91 An officer appointed to act in another office is not an absentee within the meaning of Article 90 unless the full pay of that office is available and he is appointed to it substantively *pro tempore*

NOTE —[Substantive *pro tempore* promotions may at the discretion of the Local Government, be made in the following special cases —

In the United Provinces in place of a Tahsildar deputed on Settlement duty or to officiate

92. An absentee who receives absentee allowances draws, within the meaning of Article 90, part of the pay of his appointment " and that Article is not to be construed as conflicting with Article 214

NOTE —[The subsistence allowance of a member of the Indian Civil Service a Statutory Civil Servant or a Military officer subject to the Civil Leave Rules and the English furlough pay of a Military officer subject to the Military Leave Rules are not for the purposes of this rule treated as a part of the pay of an absentee s appointment]

93 A substantive *pro tempore* appointment may be made under Article 90 in the place of a Military officer subject to the Military Leave Rules whose appointment would be forfeited under Military Furlough Rules but for the operation of Rule II of the Military Furlough Regulations of 1868

Charge Allowances

in charge of the current duties of an offic harge of his own office is entitled to a of the acting allowance which would be admissible to him if he were appointed to officiate in the office An officer cannot be thus appointed to be in charge of a grade "

NOTE —[The rules laid down in Articles 164 and 166 apply here also]

95 The Local Government may, if it thinks fit, assign to the officer a charge allowance of less than the amount thus admissible, and on the other hand if it thinks this amount too small may grant him, or special recorded reasons the full acting allowance, excepting that clauses (i) and (ii) of Article 105 shall not apply to such an officer Charge allowance under this

Article must never exceed what an officer would draw as acting allowance if appointed to officiate in the appointment

NOTE —[The rules laid down in Articles 164 and 166 apply here also]

1 The Local Government may delegate its power under this Article to the Head of a Department or Commissioner of a Division.

Section II —Maximum and Minimum Salaries

96 The maximum salary of an officiating officer is the pay of the appointment, and the minimum salary half the pay of the appointment

97 Officers appointed officiating or substantively, to the appointments specified in Appendix 4 are entitled to special minimum salaries as shown therein

Section III —Privilege Leave Vacancies

98 As a general rule the duties of an officer absent on Privilege leave taken separately and not combined with other leave under Article 233 shall be discharged by another officer in the same station or district Only in exceptional cases where there is absolutely no officer available on the spot can the transfer of an officer from another station or district to act in consequence of the absence of an officer on Privilege leave be allowed In the case of appointments held by members of the Indian Civil Service or a Commission if a member of that Service or Commission is not available on the spot a Provincial Service officer should be placed in charge of the vacant appointment

99—103 —*Cancelled*

Chapter VI —Acting Allowances—Rules for Calculation

Section I —Indian Civil Service and other Special Services

104 The rules in this Section apply to the following Services —

(1) The Indian Civil Service

(2) Officers in the Indian Educational Service and other Educational officers appointed in England on conditions similar to those on which officers are recruited for that Service Also officers of the Education Department who when the Department was re organised in 1896 elected to continue on the graded list

PART II.

No 233

Page 28 Article 104

Substitute the following for the Examples mentioned under clause (4) of this Article :—

Examples of the appointments referred to —The appointments of Postmasters General Judges of Small Cause Courts of the First Class in Bengal and the Judge of the Small Cause Court, Rangoon

(5th Edition, No 233 dated 2 1 12)

... appointment is not one of a class existing in other Provinces the Local Government will decide whether this clause applies, otherwise the orders of the Government of India must be obtained

2 Clause (4) does not apply to the Enrolled List of the Financial Department or the Imperial Customs Department

Officer with a Substantive Appointment.

105. An officer with ... appointment or in a higher ... of the pay of the appointm... less than—

(i) Two thirds of the difference between the pay of the appointment or grade and the pay of the officiating officer

(ii) Or, subject to the limit of maximum salary (Article 96), Rs 200

1 An officer of the Indian Subordinate Medical Department appointed under proper authority to officiate as Civil Surgeon or in an appointment reserved for Commissioned Medical ...

... Department ... led to the con... of that grade

... officiates in a ... who officiates

Grades of a Class

106. An officer officiating in a class divided into grades will officiate in the lowest grade, unless it be otherwise specially ordered

Officer without a Substantive Appointment

107. An officer without a substantive appointment is entitled to subsistence allowance with an acting allowance of half the pay of the appointment in which he officiates

No. 10.

Page 28. Article 108.

Substitute the following for the entry "For an officer of more than eight but not less than twelve years'" under clause (a) of this Article .—

For an officer of more than eight, but less than twelve years

(5th Edition No 10 dated 1 8-10)

(*b*) And of a Military officer subject to the Military Leave Rules, as follows:—

	Rs.
For an officer of the rank of Captain or Subaltern . .	250 a month
,, ,, ,, of Major .	320 ,,
,, ,, higher rank than Major .	400 ,,

Section II.—Military Officers.

109. The rules in this Section apply to Military officers serving in Civil Departments except those—

(i) In the Public Works Railway and Telegraph Departments (see Section III)

(ii) In the Survey of India (see Section IV)

NOTE.—[If a Military officer officiating in a Military appointment has a substantive appointment in the Civil Department he draws in the Military Department the allowances to which he would have been entitled under Military Rules had his substantive appointment been an appointment in the Military Department.]

110 A Military officer employed in the Army Secretariat of the Government of India, though drawing pay in the Civil Department, is not subject to these Regulations

Appointments on Consolidated Pay

111 An officer officiating in an appointment of which the pay is consolidated may be—

Case 1.—An officer without a substantive appointment

Case 2.—An officer having a substantive appointment the pay of which is consolidated

Case 3.—An officer having a substantive appointment the pay of which includes a Staff Salary

An appointment of which the pay is fixed upon the assumption that it will be held by a Civil officer is treated, for the purposes of this Article, as if the pay of it were consolidated

112 In *Case* 1 the officer is entitled to his pay If his pay is less than his subsistence allowance [see Article 108 (*b*)] added to half the pay of the appointment, then the officer is entitled, besides his pay, to such acting allowance as will make the total equal to the sum of the subsistence allowance added to half the pay of the appointment

113 In *Cases* 2 and 3 the acting allowance is regulated by Articles 105 and 106 For the purposes of this Article, the pay of the officer is taken at the full Staff Salary *plus* his Military pay and allowance or Staff Corps pay, though for the purposes of the Military Rules he may be considered to take with him to his officiating appointment only half the Staff Salary.

PART II.

123 When any officer who can be substantively appointed to the Engineer Branch of the Public Works or Railway Department, or the Superior Establishment of the Indian Telegraph Department only under the rules, and on the rates of pay prescribed for the Provincial Services is appointed to officiate in or hold charge of, an appointment graded in those Services, his acting or charge allowance will be calculated on the rates of pay prescribed for the Provincial Service and in accordance with the rules contained in these Regulations for the grant of such allowance

Special Allowances

lition
Local

NOTE —[The term Local Government as used here includes only the Governments of Madras Bombay Bengal the United Provinces the Punjab and Burma]

(a) To a subordinate officiating as an Executive Engineer—Rs 100, provided that his salary must not exceed the pay of an Executive Engineer of the 3rd grade

(b) To a Subordinate officiating as an Assistant Engineer—Rs 50 This allowance is not admissible on the mere circumstance of the Subordinate holding a charge formerly held by an Assistant, but only when the charge involves duties and responsibilities which in character or extent, are such as are not usually imposed on subordinate officers

(c) To an Accountant officiating, with the sanction of the Government of India for an Examiner or Deputy Examiner—Rs 100, provided that, when officiating for a Deputy Examiner, his salary must not exceed the pay of a Deputy Examiner second grade but this proviso shall not operate so as to reduce the sum of the pay and allowances which, but for this promotion, would have been drawn

(d) Acting allowance will not, as a rule, be granted to an Accountant officiating as Assistant Examiner If by a special order of the Government of India it is granted, it will not exceed Rs 50

(e) To an officer of the Subordinate Revenue Establishment of State Railways acting in an office ordinarily held by an officer of the Superior Revenue Establishment—Rs 75, provided that the charge involves duties and responsibilities which in character and extent are such as are not ordinarily imposed on subordinate officers

PART II.

125 —*Cancelled*

126 Signalling clerks and others acting for Inspectors of line maintenance of the Persian Section of the Indo European Telegraph Department draw the full charge allowance of Rs 60 a month admissible to the permanent incumbents notwithstanding that the allowance is drawn in full by the absentee The charge allowance must not in the case of these acting officers be included in salary for the purpose of calculating either leave or exchange compensation allowances

Section IV.—The Survey of India.

127 The rules in this Section apply only to officers not below the rank of Assistant Superintendent of the Survey of India Department

[illegible]
ment
Militar
higher than Superintendent second grade

129 An officer officiating in the grade immediately above his own is entitled to the pay of that grade Provided that the salary of an officer officiating in any grade shall not be greater than that which would be admissible under Article 130 if he officiated in the next higher grade

130 An officer officiating in a grade higher than that immediately above his own is entitled to an acting allowance in addition to his pay, of one fifth of the pay of the grade in which he officiates

131 The appointments in the Administrative Branch are not graded Any officer officiating in an Administrative appointment is entitled to an acting allowance of one fifth of the pay of the appointment

132 An officer without a substantive appointment is entitled to an acting allowance, in addition to his Military pay (if any), of half the pay of the grade in which he officiates

Section V.—Geological Survey.

133 (*a*) A graded officer of the Geological Survey Department who joined the Department on or before the 31st December 1893, counts all service on the maximum pay of a grade towards increments in the pay or salary of the next higher grade When promoted substantively, he may draw the pay of the higher grade with increments earned by service on the maximum pay of the lower grade, and when promoted temporarily, he may similarly draw a salary equal to the pay he would have received if his promotion were substantive

(*b*) The pay on permanent promotion and the salary on temporary promotion from grade to grade of a graded officer of the Geological Survey Department who joined the Department after the 31st December 1893 are regulated by the ordinary rules in these Regulations

No. 93.

P ι 34.

Insert the following as Article 134:—

134. The rules of this Section apply only to officers of the F Department not below the rank of Assistant Conservator.

(5th Edition, No. 93, dated 1-2-11)

General is entitled to the pay of the appointment.

137. An officiating officer in any case not provided for by the preceding Articles is entitled to an acting allowance of one-fifth of the pay of the grade in which he officiates.

Section VII.—Other Officers.

138. The following rules are applicable to officers in Civil employ whose cases are not provided for in Sections I to VI of this Chapter, or by rules peculiar to the services concerned, such as—

(1) Lieutenant-Governors and Members of Council (see Chapter XXII).
(2) Judges of the High Courts (see Chapter XXIII).
(3) Ecclesiastical Officers (see Chapter XXVII).
(4) Law Officers (see Chapter XXXI).

139. An officer of the Provincial or Subordinate Educational Service appointed by the Local Government to officiate in a temporary vacancy in a post specifically reserved for, or usually filled by, officers of the Indian or Provincial Educational Service receives an allowance as follows —

An officer of the Provincial Service acting in an appointment in the Indian Service, Rs 100 a month.

An officer of the Subordinate Service acting in an appointment in the Indian Service, Rs 75 a month.

An officer of the Subordinate Service acting in an appointment in the Provincial Service, Rs 50 a month.

Provided that the salary of the officiating officer shall not exceed the pay of the officer for whom he acts, and shall not be less than his own pay. When the office is substantively vacant, the officiating officer may be granted the allowance in full.

139A. A member of the lower Subordinate Educational Service or an officer on salary, outside the grades, when officiating in temporary vacancies in the Subordinate Educational Service, is entitled to an acting allowance at the rate of one-fifth of the average pay of the grades of the latter service subject to the limit of the maximum salary laid down in Article 141.

No 327.

Page 35. Article 140.—

Substitute the following for rule 2 under this Article :—

2 The following are treated as distinct classes of officers for the purpose of this Article —

(*a*) In Madras, the different grades of Munsiffs, Tahsildars, Deputy Tahsildars, Sub-Magistrates and Stationary Sub Magistrates, Sub Assistant Inspectors of Schools, and Police Inspectors, Sergeants and Constables

(*b*) In the Civil Military Station of Bangalore, Police Officers of and above the rank of Head Constables

(*c*) In Bombay, Police Sub-Inspectors, Head Constables and Constables

(5th Edition No 327, dated 1 10 13)

th Edition, No [illegible]

3 A Section writer, or a Press servant who is paid for piece work is, for the purposes of the rules in this Section held to be an officer without a substantive appointment

141 For the purposes of this Section, the pay of an appointment which belongs to a graded class and is not such as is described in clause (4) of Article 101, is the average pay of the grades, calculated without reference to the number of appointments in each grade, but the officiating officer s salary shall not exceed the pay of the lowest grade unless he belongs to another department, and is specially appointed to officiate in a grade other than the lowest

The provisions of this Article are not to be applied in the case of temporary acting appointments not lasting longer than three months so as to give the officiating officer a lower salary than his salary in the appointment he would have continued to hold but for the acting appointment

Exception —The salary of an officiating Deputy Magistrate and Deputy Collector in Bengal whether holding a substantive appointment under Government or only temporarily employed, is Rs 200

NOTE —[This Article does not apply to appointments in the Post Office Department, or in the Bombay Presidency to jailors to clerks in the office of the Inspec or General of Regis [illegible]

vacancy in a post specifically reserved for, or which is usually filled by, officers of the Indian or Provincial Educational Service or to Resident Excise offi rs and Excise In pectors in Burma]

Medical Appointments

142 A Civil Assistant Surgeon while officiating in charge of a Civil station is entitled

(*a*) In Madras to a local allowance in addition to pay, as follows, or to any smaller allowance which, by any general or special order, the Local Government may fix —

(i) If he be in the first or second grade—Rs 150.

(ii) If he be in the third grade—Rs 100

(b) In any other Province, to draw acting allowance on the minimum pay (Rs 350) fixed for an officer of his class holding permanent charge The period of such temporary service does not however count for increment and initial pay under Articles 155 and 156 respectively

Note —[In Bengal the Punjab the Central Provinces and Eastern Bengal and Assam the undermentioned allowances may be granted under the orders of the Local Government to a Civil Assistant Surgeon or Officer of the Indian Subordinate Medical Department performing the duties of the Civil Surgeon at head quarters, while the latter is absent for more than even days on duty —

[illegible] Bengal and Assam and the Punjab,

[illegible]

Punjab and a Civil Assistant Surgeon or Officer of the Indian Subordinate Medical Department in the Central Provinces—

(i) If the substantive holder of the charge is a Commissioned Medical Officer—

	Rs
To a Civil Assistant Surgeon first or second grade a Senior Military Assistant Surgeon, or Military Assistant Surgeon, first class, a local allowance of	75
To a Civil Assistant Surgeon third grade or a Military Assistant Surgeon second class a local allowance of	50

(ii) If the substantive holder of the charge is a Civil Assistant Surgeon or Officer of the Indian Subordinate Medical Department—

	Rs
In all cases, a local allowance of	50

143 Officers of the Indian Subordinate Medical Department above the grade of Military Assistant Surgeon, third class, when in indepen[dent] medical charge of Civil stations, receive pay at the following monthly rat[es]

	Rs	
Under five years in charge	350	a month
From five and under ten years	450	"
From ten and under fifteen years	550	"
Over fifteen years	700	"

Service towards these quinquennial increments counts from the date [of] assumption of any such charge as a permanent appointment

Military Assistant Surgeons, third or fourth class, in independent me[di]cal charge of Civil stations, receive pay at the rate of Rs 250 a mont[h] When holding such charges in Burma, they receive in addition a special loc[al] allowance of Rs 50 a month

The service of a Military Assistant Surgeon, third or fourth class, in permanent independent Civil medical charge, does not count towards the quinquennial increments until the date on which he is promoted to be a Military Assistant Surgeon, second class

Note —[For the rule regarding an officer of the Indian Subordinate Medical Department acting as "Civil Surgeon," etc, see Rule 1 under Article 105]

1 A Military Assistant Surgeon in medical charge of a Civil station, who is required in consequence of field operations, to revert temporarily to Military duty, counts the period of such duty as service towards the increments admissible under this Article

Officers without a Substantive Appointment

144 An officer without a substantive appointment on a permanent establishment, officiating in an appointment the pay of which is not less than Rs 100, is entitled to an acting allowance of half the pay, or, if the pay of

... minimum pay of the appointment,
... of the
... he full pay

...

147 The salary of an officer officiating ... of which the pay is less than Rs 100 should as far as practicable be regulated by Articles ... and 144 The following conditions must be observed —

(i) If the officiating officer has a substantive appointment, his salary must not exceed what it would be if Article 140 were applied

(ii) If he has no substantive appointment the officer who appoints him may grant him such allowance, not exceeding the pay, or if the appointment is progressive, the minimum pay of the appointment, as he considers necessary

(iii) If the vacancy is caused by the absence on leave of an officer whose pay is less than Rs 100, the absentee allowance of such officer must not exceed the difference between his pay and the sum of the acting allowances paid in consequence of his absence ... in the resultant acting arrangements, an officer ... appointment is given more than half ... he acts—in which case ...

(ii) ...
(iii) Naib Tahsildars ...
Article 335
(iv) *Female warders or matrons employed* ...

Chapter VII.—Regulation of Progressive Salaries.

149 Except under special orders to the contrary, a ... shall not rise from the minimum to the maximum by less ... yearly increments

PART II

Calculation of Value

150 A Progressive pay is, on an average, equivalent to a fixed pay, the amount of which lies between the minimum and maximum of the Progressive pay The exact amount of this equivalent varies according to the conditions of each appointment, but in practice it is assumed that a Progressive pay rising to its maximum by five equal yearly increments, is equivalent to a fixed pay equal to the minimum *plus* two thirds, or if the appointment is a ministerial appointment *plus* three fourths of the difference between the minimum and the maximum

NOTE —[This Article does not fix the pay of a Progressive appointment but only indicates the mode of rating the value of such an appointment for financial purposes]

No 173.

Page 38 Article 151.

Substitute the following for this Article and the Exceptions thereunder —

151 An increment accrues from the day following that on which it is earned

Exception —An officer appointed in England by the Secretary of State for service in India receives the increment in his pay in accordance with the terms of his engagement

(5th Edition No 173 dated 1-8-11)

[illegible], in the case of ministerial and menial officers, the head of the office and in the case of other officers the Local Government which may delegate the power to heads of departments or other supervising officers

153 (*a*) A proposal to grant an increment of Progressive pay in advance of the due date should always be scrutinised with special jealousy it is contrary to the principle of Progressive pay to grant an increment before it is due and such a grant should not be recommended or allowed, excepting under circumstances which would justify a personal allowance to an officer whose pay is fixed —that is to say seldom if ever

(*b*) If the value of the appointment calculated under Article 150 is such that the addition of a premature increment would raise it above Rs 9,000 a year, such premature increment cannot be granted without the sanction of the Secretary of State

154 An officer reduced to a lower grade or appointment on account of misconduct or inefficiency cannot without the sanction of the authority by whom he is reinstated or promoted, count for increments previous service in the grade or appointment from which he was reduced

Acting Allowances

155 In the case of progressive appointments, acting allowances are fixed as follows —

(*a*) An officer whose substantive pay is progressive, and who acts in an office of which the pay is fixed In this case the officer's acting allowance

is calculated as if his substantive pay were a fixed one, equal to the amount at which from time to time it stands

(*b*) An officer whose substantive pay is fixed, and who acts in an office of which the pay is progressive In this case the officer's acting allowance is calculated upon the pay to which he would from time to time have risen if he had held the officiating appointment substantively

(*c*) An officer whose substantive pay is progressive, and who acts in an office of which the pay is progressive In this case the officer draws—

(i) His substantive pay, with the increments thereof as they fall due

(ii) The acting allowance which he would have drawn if the substantive and officiating appointments were both on fixed pay equal to the minimum Provided that the maximum limit of salary is not the said minimum pay of the officiating appointment, but the pay to which the officer would have risen if his officiating tenure had been substantive

NOTE —[When calculating the salary of an officer who acts in an appointment the whole of the acting tenure whether continuous or not should be taken into account]

Example (*a*) —An officer who is substantively in the Rs 170 stage of an appointment of Rs 150—10—200 is appointed to act in an office of which the pay is Rs 200—8—240 His salary is thus fixed—

	Rs	
Pay	170	But this is limited for the first year to Rs 200
Acting allowance (one fifth of Rs 200)	40	
Total	210	

Next year he gets pay Rs 180 + acting allowance Rs 40 = total Rs 220 But this is limited for a year to Rs 208

Example (*b*) —A member of the Indian Civil Service substantively in the Rs 1 200 stage of an appointment of which the pay is Rs 1 000—50—1 250 acts in an appointment of Rs 1 500—50—1 750 His initial salary is—

	Rs	
Pay	1 200	Limited for the first year to Rs 1 500
Acting allowance (⅔ Rs 1 500—1 000)	333⅓	
Total	1 533⅓	

In future years he receives—

	Rs	
Second year—		
Pay	1 250	Limited to Rs 1 550
Acting allowance	333⅓	
Total	1 583⅓	

Hereafter he gets Rs 1 583⅓ which is the limit of salary in this case

Initial Pay

156 An officer who is appointed substantively to an appointment on progressive pay begins with the minimum pay of the appointment —

(*a*) if prior to his appointment he holds no substantive appointment under Government, or

(*b*) if he is transferred thereto from an appointment in which he is drawing pay not in excess of the minimum pay of the new appointment, and if he has not already officiated in the latter

157 If the officer is transferred to the new appointment from an appointment in which he was drawing pay not in excess of *the minimum of the new* appointment but has officiated already therein his pay is fixed as follows —

(a) If the salary which he drew when last officiating is equal to one of the stages of the pay of the appointment, his pay shall be fixed at that stage and he shall count in that stage the time during which he has been drawing the said salary

(b) If the salary which he drew when last officiating is intermediate between two stages his pay shall be fixed at that amount for half the period during which an increment is earned and on the first day of the month thereafter succeeding he shall be eligible for the next higher stage of the progressive pay

Example — An officer is on 20th June substantively appointed to an appointment of which the pay is Rs 200—10—250, and in which he is already officiating—

(a) If his salary at the time of his appointment and from 1st March last has been Rs 220 he continues to draw Rs 220 and on 1st March next rises to Rs 230

(b) If his salary at the time of appointment is Rs 225, he will draw Rs 225 till 1st January and then rise to Rs 230

NOTE —[Any period for which an officer has held the progressive appointment as substantive *pro tempore* may be counted as officiating service for the purposes of this Article]

157A If the officer is transferred to the new appointment from an appointment in which he was drawing pay in excess of the minimum then whether he has officiated in the appointment already or not, his pay is fixed as follows —

(a) If his pay immediately prior to the transfer is equal to any stage of the new appointment he shall draw the pay of that stage, and *after the expiry of the period during which an increment* is earned he shall draw the pay of the next higher stage, and so on

(b) If his pay immediately prior to the transfer is intermediate between any two stages of the new appointment, he shall draw *the pay of the next lower stage, plus a personal allowance* equal to the difference between the pay of that stage and his former pay, and after the expiry of the period in which an increment is earned he shall draw the pay of the next higher stage (losing the personal allowance) and so on

157B (a) When, however, the conditions of an officer's service are such that he is liable to be transferred in the same Department between appointments of which the pay and increments are identical, his service will, in the case of such a transfer, count for increments as if he had not been transferred

(b) The authority which orders the transfer of an officer, as a penalty, from a higher to a lower appointment, may allow him to draw any salary, not exceeding the maximum of the lower appointment, as it may think proper

158 The incumbent of an appointment the pay of which is changed shall be treated as if he were transferred to a new appointment on the new pay Provided that, if he prefers to retain his old pay, the Local Government or in the case of a ministerial or menial officer, the Head of the Office

may allow him to do so, postponing the change of the pay of the appointment till he vacates office

Time spent on Leave and under Suspension

159 Time spent on leave with allowances counts towards increments in the same manner as if during it the officer had actually held or officiated in (as the case may be) the appointment on which he has a lien

NOTE —[The last sentence of Article 31 must not be held to conflict with this Article Subject always to the provisions of Article 60 the phrase the appointment on which he has a lien' means the appointment which the officer relinquished when he proceeded on leave and does not refer to an appointment to which an officer has been nominated during his absence on leave.]

160 Time passed under suspension does not count towards increments if the suspension is a penalty for misconduct, but an officer, in directing reinstatement of a person who has been suspended, may declare that the time shall count

Officers under Training

160A A Local Government may at its discretion decide, in the case of an officer who is selected to undergo a course of training in a school, college, or other institution, whether the time spent in training shall count as service qualifying for increments of pay

Officers on a Time scale of Pay.

160B (a) Leave without allowances taken by an officer prior to his admission to a time scale of pay, and overstayals of privilege leave to the extent of one week in similar circumstances, count for increments under the time scale

(b) Leave without allowances taken by an officer while he is on a time scale of pay, or overstayals of privilege leave do not count towards increments, but Local Governments and Departments of the Government of India which have the powers of Local Governments, may exempt an officer from the operation of the rule, on proof being furnished to them that the leave was taken on account of illness or other cause beyond the officer's control

Chapter VIII.—Combination of Appointments and Salaries.

Charge of Current Duties

161. An officer appointed to be in charge of the current duties of an office in addition to his own duties, may, if the charge, in the opinion of the Local Government, entails a substantial increase of responsibility and some additional work, be granted a charge allowance, to be fixed by the Local Government, not exceeding one tenth of the pay of the office If the office is open to, and may in practice be held by, a member of the Indian Civil Service or a Military officer, the allowance shall not be less than Rs 100.

PART II.

No. 306.

Page 42 Article 162.

Substitute the words "Rule 2" for the words "Rule 1" in the fourth line of this Article

shown in Appendix 6

164 (*a*) No allowance is admissible under Article 161 unless the incumbent has actually given over charge of the office under the orders of competent authority, and is absent on leave or deputation or is under suspension For instance, no allowance is admissible to a subordinate officer empowered to dispose of routine business while his superior is on tour

(*b*) But in the Northern India Salt Revenue Department, charge allowance is granted to an officer placed in charge of the current duties of an Assistant Commissioner's office during the absence of the incumbent on tour.

165 No allowance is admissible to a member of the Indian Civil Service, or to any officer holding an appointment ordinarily held by a member of that service, or to a Superintendent of a Central Jail for the executive charge, either permanently or temporarily, of a District Jail Any other person, whether he does or does not hold any office under Government, if placed in executive charge of a District Jail, is entitled to a Local Allowance on the following scale —

1st Class Jail	Rs 150	a month
2nd " "	" 100	
3rd " "	" 75	"
4th " "	" 50	"

166 An officer placed in charge of the current duties of an office is not entitled to any Local Allowances attached to the office, except under the special orders of the Local Government (*See also Article* 1010)

NOTE —[The Local Government may delegate its power under this Article to the Head of a Department or Commissioner of a Division]

Permanent Arrangements

167 A Local Government may appoint an officer to hold permanently two or more appointments at the same time if their aggregate pay does not exceed Rs 250 a month The salary of an officer appointed to officiate in two or more appointments, which under due sanction have been combined as a single charge, is calculated upon the pay fixed for the combined appointment, Article 168 being inoperative in such a case

Temporary Arrangements

168 A Local Government may, without the sanction of the Government of India, appoint one officer to hold substantively, as a temporary measure, or to officiate in two or more independent appointments at one time In such case, the emoluments are regulated as follows —

(i) He draws the highest salary to which he would be entitled if he held or, as the case may be, officiated in, any one of the appointments alone

(ii) For the other appointment or appointments, he draws such allowances as the Local Government may fix not exceeding for each appointment half the salary which he would draw if he held or, as the case may be, officiated in it alone

(iii) Provided that his aggregate salary shall not exceed the pay which he would draw in the most highly paid of the appointments, if he held it substantively and alone

1 The Local Government may delegate its power under this Article to the Head of a Department or Commissioner of a Division

2. The ...
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salary t
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officiate
Rs 2 2(

	Rs
If he held *A* only he would draw	1 000
	1 400
	1 800
He will therefore draw for *C* (which carries the highest salary)	*1 800*

And but for proviso (iii) he would be entitled for *B* and *A* to such allowances as the

Page 43 Article 168

Substitute the following for the Note to this Article —

NOTE —[This Article does not apply to the allowance given to a Government officer for holding a Professorship or Lectureship in any Government institution conjointly with another office]

(5th Edition No 40 dated 1 11 10)

Page 43

Insert the following as Article 169A and its heading —

Local Allowances to be drawn by an officer holding combined appointments

169A An officer holding under the provisions of Articles 165 and 169 two or more independent appointments to all or any of which a local allowance is attached will ordinarily draw as local allowance a sum not exceeding the highest local allowance attached to any one of the appointments, but the Local Government may, for special reasons allow him to draw a local allowance not exceeding the sum of the allowances attached to the different appointments held by him

(5th Edition No 40 dated 1 11 10)

Civil Surgeoncy

170 A Regimental Medical officer appointed to act as Civil Surgeon without relinquishing his Regimental duties is entitled to an allowance of Rs 100 a month With this exception the allowances for the additional charge of an appointment of the kind described in Article 116,

whether the charge is held by a Regimental Medical officer or a Commissioned Medical officer already employed in the Civil Department, are regulated by Military Rules the pay of the appointment being calculated on the principle indicated in that Article

1 In the case of a Commissioned Medical Officer holding more than one acting appointment the acting allowance of *each* appointment is fixed by Military Rules of calculation but the terms of the combination of the appointments are those laid down in Article 168 and the second sentence of the Note under it

171 An officer in medical charge of a Civil station is entitled to an allowance of Rs 100 a month for holding visiting charge of a second station

NOTE —[In Bengal the allowance may be Rs 50 or Rs 100 as the Local Government may fix]

Medical Charge of Jails

172 An officer appointed to the medical charge of a Central Jail when the administrative and medical charges are not united, is entitled to a local allowance of Rs 100 or in special cases at the discretion of the Local Government, Rs 150

Provided always that the aggregate cost for the administrative and medical charges shall not exceed the total pay payable for the combination of the two charges in one person

Cantonment Magistrate

173 A Civil or Military officer placed in charge of a full time Cantonment or Assistant Cantonment Magistracy, in addition to his own duties, is entitled to an allowance of Rs 100 a month

Military Officer

174 The allowances for his Civil duties of a Military officer appointed to officiate in a Civil office other than a Cantonment Magistracy without being relieved of his Military duty, are regulated in accordance with Article 168 and Rule 2 under it and are drawn in the Civil Department If he has no substantive appointment in the Military Department, the pay of his rank is held to be his substantive pay for the purposes of Article 168

Chapter IX.—Joining Time.

175 Joining time is the time allowed to an officer to proceed from one station to another when his appointment is changed, or when, being unemployed, he is appointed to any office An officer is held to be on duty during Joining Time if he is entitled to allowances

176 Only one day is allowed for joining an appointment which does not necessarily involve a change of residence from one station to another

NOTE —[Sundays are included in the calculation of the joining time of one day admissible under this Article An officer who gives over charge on Saturday forenoon must therefore take charge on Saturday afternoon and an officer who gives over charge on Saturday afternoon must take charge on Monday forenoon]

177 In cases involving a change of station Joining Time is calculated as follows, subject to a maximum of thirty days Sundays not actually spent in travelling are not included in the calculation —

(i) Six days for preparation, and, in addition thereto —

for the portion of the journey which the officer travels or might travel—	a day for each	
By railway	250 miles	
By ocean steamer	200 „	or any longer time actually occupied in the journey
By river steamers	80 „	
By mail cart or other public stage conveyance drawn by horses	80 „	
In any other way	15 „	

An extra day is allowed for any fraction of distance over that prescribed

(ii) When part of the journey is by steamer, the days intervening between the officer being set free from his office, or, if he has no office, receiving his orders, and the departure of the steamer, or his start duly regulated to catch the steamer, shall be added

NOTE 1 —[A journey by road of five miles or under to or from a railway station from or to the point which may be prescribed under Article 998 does not count for joining time]

NOTE 2 —[An officer, whose salary does not exceed Rs 100 a month, should not ordinarily be required to travel by mail cart or other public stage conveyance drawn by horses]

178. By whatever route the officer travels, his Joining Time shall, unless the Local Government specially permit otherwise, be calculated by the route which travellers habitually use

179 If an officer is authorised under Article 53 to make over charge of an office elsewhere than at its head quarters, any joining time to which he may be entitled shall be reckoned from the place at which he actually makes over charge

Extensions

180 (*a*) The Local Government may in any case extend the joining time admissible by rule provided the general spirit of the rules is observed

(*b*) Within the maximum of thirty days Heads of Departments and Commissioners of Divisions in the case of officers of Provincial Services and non gazetted subordinates under their control may extend the joining time admissible by rule—

(i) if the officer has been unable to avail himself of the usual mode of travelling or if notwithstanding due diligence on his part the journey has occupied more time than is allowed by the rules—to the extent of the time actually taken

(ii) if such extension is considered necessary for the public convenience or for the saving of public expense, as for example, to prevent unnecessary and merely formal transfers—to the extent necessary

(iii) if the rules have in any particular case operated hardly, as for example, if an officer has through no fault on his part missed

a steamer or fallen sick on the journey—to the extent necessary, on such conditions as to allowances or otherwise as the sanctioning authority may think fit

181 The Audit Officer shall move the Local Government to report to the Government of India any concession made under the preceding Article, which appears to him contrary to the spirit of the rules The Local Government may not, finally, overrule the Audit Officer without a reference to the Governor General in Council

When Leave intervenes

182 When an officer after giving over charge of his office at one station on transfer, or reversion to another office, takes Privilege or Examination leave before joining the office to which he has been transferred, or to which he has reverted, or when an officer, while on Privilege or Examination leave, is transferred to a station other than that from which he took leave, he is entitled to Joining Time in addition to his Privilege or Examination leave The Joining Time of an officer transferred during Privilege or Examination leave will be counted from his old station, or from the place where he receives the order of transfer, whichever calculation would entitle him to the less Joining Time

183 If an officer during transit from one appointment to another, obtains Furlough on medical certificate (with or without Privilege leave or Subsidiary leave prefixed) he may be allowed only the Joining Time calculated for the journey from his old station to the furthest place to which he has proceeded on his route to his new station

Appointment Changed

184 The Joining Time of an officer whose appointment is changed while he is in transit from one appointment to another, begins on the day following that on which he receives his orders

Allowances

185 Except in the case mentioned in Article 188, an officer draws, during Joining Time, the pay or salary which he drew in his old appointment or that which he will draw on joining his new appointment, whichever is less Provided that an officer transferred from one officiating appointment to another shall not draw any acting allowance during Joining Time if he had not a superior lien on either of the officiating appointments to that of the officer relieved by or relieving him If the officer is entitled to tentage in his old appointment and tentage is also attached to his new appointment, he may draw tentage during Joining Time at the lower of the two rates If the officer in his old appointment drew a local allowance granted on account of special expensiveness of living or unhealthiness of climate, in any district, province or locality, and the transfer is to another appointment within the same district, province or locality, he may draw the local allowance during joining time Provided that, if the rates differ in the two appointments or parts of the local area, he may draw the lower rate only.

186 When, under Article 182, an officer combines Privilege or Examination leave and Joining Time, his allowances during Joining Time,—that is to say for the period, not exceeding the Joining Time admissible by rule, in excess of his Privilege or Examination leave, during which he is absent from duty,—must be calculated at the rate at which his Joining Time allowance would have been calculated if he had joined the office to which he is transferred directly

187 If a member of the Indian Civil Service, on first arrival in India is unable, from illness to proceed to the seat of the Government to which he is attached or to any other station to which he is ordered to proceed direct, the Local Government in whose jurisdiction he is, may, on medical certificate, grant him a subsistence allowance of Rs 250 a month for not more than two months Time thus spent is not Active Service

188 An officer who is not in the Indian Civil Service or in the Army, and who has no substantive appointment, is not entitled to any allowance during Joining Time, but if such an officer officiating in an office is transferred to another office under the same Local Government, the officer who orders the transfer may allow him to draw during his transit, the allowance to which he would be entitled under the first sentence of Article 185

Exceeding Joining Time

189 An officer who does not join his new appointment within his Joining Time is entitled to no allowances after the end of his Joining Time, and after a week ceases to have a lien on any appointment But if the authority making the appointment considers that his default was due to circumstances beyond his control, it may exempt him from the loss of his appointment

NOTE.—The expression "allowances" in this Article does not include travelling allowance.

Ministerial Officers

190 The rules in this Chapter apply to a Ministerial officer who with the consent of the head of his office, or under the orders of competent authority, is transferred to service in another office on grounds of public convenience only, and not at his own request, for his own advantage, or in consequence of any fault on his part

Chapter X.—Officers Dismissed, Suspended, or Imprisoned.

Members of the Indian Civil Service and Military Officers

191 A member of the Indian Civil Service is entitled when under suspension to the subsistence allowance of his rank, and a Military officer in Civil employ to the pay and allowances of his rank

Other Officers

192 Saving as provided in Article 193 (b) an officer under suspension is entitled to no salary while he is absent from duty, and the salary of an officer who is dismissed ceases absolutely from the date of his dismissal, no allowances may be granted for any period occupied in the prosecution of appeals against the order of dismissal.

193 Subject to the proviso that, without the permission of Government, no extra expense may be imposed on the State—

(a) Subsistence allowance, at a rate not exceeding one quart salary, may be granted by the authority suspending him to an officer from office pending enquiry into his alleged misconduct Provided t

Page 48.

Insert the following as a new Article :—

193A The preceding article applies also to officers in ten but in deciding whether an allowance should be granted to si period for which the temporary appointment has been sanct taken into consideration

(5th Edition No 129 dated 6-4-11)

ce e r se nce r th and c y if he eeding t granted

ct is upo reconsideration or appeal, held to have been unjustifiable or not wholly justi fiable, or if an officer dismissed from office or suspended pending enquiry into his alleged misconduct is, after enquiry, or upon reconsideration or appeal reinstated, then the revising or appellate authority may grant to the officer for the period of his absence from duty—

(i) if the officer is honourably acquitted, an allowance equal to the full salary to which he would have been entitled if he had continued to hold the appointment from which he was dismissed

(ii) otherwise an allowance equal to such proportion of the full salary as aforesaid, as to the revising or appellate authority may seem expedient

and the period missal does not the a thority

Committals to Prison

194 A servant of Government committed to prison either for debt or on a criminal charge, should be considered as under suspension from the date of his arrest, and not allowed to draw any pay until the termination of the proceedings against him, when an adjustment of his allowances should be made according to the circumstances of the case, the full amount being given only in the event of the officer being acquitted of blame or (if the imprisonment was for debt) of its being proved that the officer's liability arose from circumstances beyond his control

Leave while under Suspension

195 Leave of absence for a definite period is not admissible to an officer who has been suspended from duty If permission to proceed to England is granted in such a case, it should only be for such period as the Secr tary of State may determine

PART III.—LEAVE RULES.

GENERAL ARRANGEMENT.

PART III.—LEAVE RULES.

Chapter XI.—General Conditions of Leave.

Section I—General Rules.

196 The rules in this Chapter apply to all officers in Civil employ except in as far as they are inconsistent with, or overridden by, the special conditions of leave which obtain in the case of the following classes of officers —

(a) Lieutenant Governors and Members of Council (see Chapter XXII)
(b) Judges of the High Courts (see Chapter XXIII)
(c) Barristers and Pleaders holding the appointments specified in Article 517 (see Chapter XXIV)
(d) Statutory Civil Servants (see Chapter XXVI)
(e) Ecclesiastical Officers (see Chapter XXVII)
(f) Officers subject to the Military Leave Rules (see Chapter XXVIII)
(g) Army Veterinary Officers of the Civil Veterinary Department (see Chapter XXIX)
(h) Law Officers (see Chapter XXXI)
(i) State Railway Establishments (see Chapter XXXII)
(j) Bengal Covenanted Pilot Service (see Chapter XXXIII)
(k) Port Blair Police (see Chapter XXXIV)
(l) Assam and Dacca Military Police (see Chapter XXXV)

Page 51 Article 196 (o).

Substitute the following for Rule 1 under this Article —

1 An officer appointed under contract for any term of years without prospect of permanent employment is not entitled to leave except in accordance with the terms of his contract —(See Note under Article 352)

(5th Edition, No 2 dated 1 7 10)

him even at the cost of the difference between a leave allowance and any passage money etc, due under his agreement, and

(ii) it is certified that he will in all probability be able to return to duty at or before the end of six months

In cases in which the engagement is not terminated leave may be granted for a period not exceeding six months and on allowances not exceeding half pay]

Discretion of Government

197. (a) Leave of absence cannot be claimed as of right Nothing in these Regulations must be understood to limit the free discretion of the

Government to refuse, or revoke, leave of absence of any description, at any time according to the exigencies of the public service

(b) The Local Government may refuse to grant the full amount of leave applied for in any case, and should, by the exercise of this power, so regulate the date of an officer's return from leave as to cause as little change as possible in administrative arrangements

(c) This Article gives Local Governments ample powers for regulating leave of every description and in dealing with applications for leave the following instructions should be carefully borne in mind —

1 —*Extract from Circular in the Home Department No 2? (Public) dated 16th May 1884* —

experience show that more stringent precautions against abuse of the rules are necessary and is of opinion that the matter might be brought by circular to the notice of Local Governments

the term of absence necessary for his complete recovery

* * * * * * *

2 —*Home Department No 513 (Public) dated 16th April 1883* — Two Military officers having applied for ordinary furlough within a short period after their transfer to employment in the Civil Department —namely before they had completed one year's service in that Department —the Local Government concerned felt itself justified under the terms in Clause

was accordingly approved.

Maximum Leave Admissible

198 After five years' continuous absence, whether with or without leave an officer is considered to be out of Government employ But this rule may on public grounds and with the sanction of the Secretary of State in Council be relaxed in the case of any Civil officer other than a member of the Indian Civil Service

1 —*Extract from Despatch from the Secretary of State No 87 dated 15th March 1883* —

a limit of leave which under no circumstances can be exceeded and to which it is undesirable that any near approach should be made in any but very exceptional cases

NOTE.—[This Article does not apply to officers transferred to Foreign Service in India]

Recall from Leave

199 An officer recalled to duty before the expiry of leave of any kind is entitled to no concession if the return to duty is optional If the

return to duty is compulsory he is entitled—

(a) to take the balance of his leave, together with any leave which was admissible at the time of recall, or for which he has subsequently become eligible, as soon as he can be spared from duty, and

(b) if the leave from which he is recalled is out of India—

(i) to the concessions in Articles 8 (iii) and 1127 subject to the conditions and limitations specified therein, and

(ii) to leave allowances during the voyage to India, and for the

No. 324.

Page 53, Article 200—

Substitute the following for this Article as inserted by correction slip No 213, dated the 7th October 1911 :—

200 An officer who is on leave may not take service, or accept any employment which involves the receipt of a fee or honorarium, without obtaining the previous sanction of :—

(i) the Secretary of State, if the officer is residing in Europe, North Africa, America or the West Indies, and

(ii) the Government [illegible] he is employed, [illegible] or in any place [illegible] vided that when [illegible] India, the special permission of the officer empowered to appoint him is sufficient authority for the acceptance of such employment

NOTE—(This Article does not apply to the acceptance of fees for literary work or for service as an examiner, or to similar employment. Nor does it apply to acceptance of foreign service during leave, which is governed by Article 761 of these Regulations)

(5th Edition, No. 324, dated 1 9-13)

Page 53. Article 202

Substitute the following for the Note under clause (a) of this Article —

1 Officers appointed in England on probation in view to permanent service in India are entitled to leave as follows —

(i) Officers appointed for three years or more (see Appendix No 33) the same leave as if they held permanent appointments

(ii) Officers appointed for less than three years (see Appendix No 33) privilege leave and if necessary, leave on medical certificate not more than six months of such leave carrying allowances

NOTE—Leave on medical certificate under clause (i) or (ii) shall not be granted for a period extending beyond the term of an officer's contract unless or until it has been decided to retain him in permanent employment

(5th Edition No 2 dated 1 7 10)

(2) If recruited in India under the orders in Secretary of State's despatch No 14, dated the 15th March 1894—from the date of assuming charge of their appointments

(3) If recruited in India before the date of the orders of 1894 mentioned in (2) above—from the date either of attaining the age of 20 years or of assuming charge of their appointments whichever is later provided that the service has been continuous

(c) The service of—

(1) Probationary, officiating and temporary Deputy Magistrate Collectors and sub *pro tem* Sub Deputy Collectors in Bengal and Eastern Bengal and Assam

(2) Probationary officiating and temporary Deputy Collectors in the United Provinces

(3) Probationary, officiating and temporary Extra Assistant Commissioners in the Punjab, and

(4) Officiating and temporary Extra Assistant Commissioners in the Central Provinces

counts for leave from the date on which all the three following conditions are fulfilled namely

(a) two years' continuous probationary or officiating sevice as such have been rendered,

(b) departmental examinations have been fully passed

(c) the age of twenty years has been atta[illegible]

NOTE [illegible]

[illegible] ...ental ...ngal dated the 4 ...at a date calcul... date of passing th... ...officiating or subst...

203 (a) Service as an Apprentice does not qualify excep... ing cases —

Engineer Apprentices
Qualified students of the Thomason College under practical training } in the Public Work Department.
Assistant Superintendent Apprentices in the Indian Telegraph Department.

The service of candidates in the Superior Revenue Establishm... Railways counts towards leave after they are confirmed in their ap...

(b) Apprentice Overseers in the P[illegible]
Apprenti[illegible]
on medi[illegible]
to the p[illegible] ... not be less than M...
and allow[illegible] An apprentice of either class counts his service a... leave if on the termination of his apprenticeship he is appoin... department

PART III

Officers under Training.

203 A A Local Government may at its discretion decide, in the case of a subordinate officer who is selected to undergo a course of training at a school, college or other institution, whether the time spent in training shall count as service qualifying for leave, and also whether or not such time shall be regarded as an interruption entailing forfeiture of leave already earned

Service under other Rules

204 An officer transferred to an office to which these rules apply is not entitled to Long Leave under them in respect of service rendered in an office to which they do not apply But service in the Army which under Article 356 counts towards Civil pension qualifies also for leave under Civil rules Any leave taken by an officer during such service will in the calculation of future leave be treated as if it had been taken under these Regulations

Service before Discharge, Resignation, or Dismissal

205 (a) An officer who is discharged on reduction of establishment from or resigns the public service and is re employed after an interval, cannot, without the permission of the authority sanctioning the re employment, count his former service towards leave

(b) An officer who is dismissed or removed from the public service and who is reinstated on appeal cannot count his former service towards leave unless the authority who, on revision or appeal, reverses the order of dismissal or removal, declares that his former qualifying service shall count

Private Secretary

206 Service as Private Secretary to the Governor General, a Governor or a Lieutenant Governor qualifies for leave, provided that the officer (before his appointment as Private Secretary) belonged to the Civil Service (whether the Indian Civil Service or not), or to the Staff Corps or to any of the Indian Establishments of the British Army

207 After a continuous service of three years, a Private Secretary whose case is not provided for by the preceding Article, may be granted Leave on Medical Certificate to the extent of one year with a leave allowance equal to half his salary, and subject to a maximum of £1,000 a year

Press Servants

208 A Section writer, or a Press servant, paid under the piece work system, if granted leave, is not entitled to any allowance whatever during his absence

Rule of Proportions

209 The leave allowances of an officer not subject to the Foreign Service Rules (Part VII) who has served in any appointment the salary of which has been derived either wholly or in part otherwise than from Indian Revenues, s charged according to the Rule of Proportions

Section III.—Retention of Appointment.

Lien on Appointment

210 An officer on Privilege leave has a lien on his substantive appointment, he has also a lien on his officiating appointment, so long as it is not resumed by an officer having a superior lien on it

211 (a) An officer under the European Service Leave Rules, on ordinary Furlough, or on Special leave, has a lien on his substantive appointment ... appointment of a like character and not less pay He

No. 77.

Page 56 Article 214.

Substitute the following for this Article —

214 An officer on leave may not surrender his lien on his substantive ... 90 and 786, a Local Government, the appointment on which ... another substantive appointment which, save in cases of misbehaviour or inefficiency, must be one of not less pay than his standing in the regular line would justify.

(5th Edition No 77, ted 3 1 11)

214 An officer ... may not surrender his appointment, and except as provided in Articles 90 and 786, a Local Government may not fill up substantively, even for a time, the appointment on which an officer has a lien, without transferring him to another substantive appointment which, save in cases of misbehaviour or inefficiency, must be one of not less pay

215. An officer cannot obtain ordinary Furlough or Special leave unless he has a substantive appointment

Note 1 —[A Military officer who has officiated continuously in the Civil Department for at least 3 years is an officer with a substantive appointment for the purposes of this rule]

Note 2.—[A Military officer holding the appointment of Commandant or Adjutant of the Burma or Assam Police Battalions retains a lien on his appointment while on furlough under the Military Leave Rules to which he is subject.]

Compulsory Retirement

216. If a Local Government decides before an officer whom it has the power to remove from the service leaves India, that he shall not be permitted to return to duty in India it should give notice to him before he leaves India, so that any remonstrance which he may wish to make may be considered on the spot by an authority fully cognizant of the facts of the case Such notice should not be postponed until after the officer's departure, and then communicated to him through the Secretary of State

Part III

217 If when an officer is going on leave out of India it is necessary to consider the propriety of removing him for incapacity whether mental or physical which is of such a nature that it is not possible to say before his departure from India whether it will be permanent or temporary or if for any reason it is considered inexpedient that an officer who is on leave should return to India the Local Government should report the circumstances fully (in the case of the Government of Madras or Bombay direct otherwise through the Government of India) to the Secretary of State A communication of this nature should not be made direct to the officer concerned The report should be made in time to enable the Secretary of State to take any necessary measures before the officer would in ordinary course be permitted to return to duty and in any case should reach the India Office at latest three months before the end of the officer's leave

218 Articles 216 and 217 must not be understood to authorize the grant of Furlough to an officer who ought to be dismissed or removed from the service for misconduct or general incapacity

Abolition of Appointment

219 The abolition of the appointment of an officer absent on leave out of India should be immediately communicated to the Secretary of State

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Section IV—Commencement and End of Leave

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220 Ordinarily leave in India including Subsidiary leave and leave out of India when *Subsidiary leave is not taken begins on the day on which* transfer of charge is effected or if charge is transferred after noon on the following day Similarly such leave ordinarily ends on the day preceding that on which charge is resumed or if charge is resumed after noon on that day But if a Sunday or one or more gazetted holidays fall on the day immediately preceding that on which the leave begins or on the day on which the leave or the joining time between two appointments ends an officer may leave his station at the close of the day before or return to it at the end of such holidays provided his departure or return does not involve —

(i) the immediate transfer of an officer from or to another station or the loss of his appointment by an officer appointed temporarily to the service

(ii) the taking over of money unless subject to the condition that the departing officer remains responsible for the money in his charge the Local Government specially allows transfer of charge to take place before or after the holidays

If holidays are as above prefixed to leave the leave and consequent rearrangement of allowances if any take effect from the first day after the holidays on which the office is opened for business and if holidays are affixed to leave the leave is treated as having terminated on and the re arrangement of allowances if any takes effect from the day on which the officer would have resumed charge had holidays not followed the leave

In cases in which the application of the above rules as to prefixing and affixing holidays to leave is doubtful or inequitable, the Local Government shall decide which officer shall be held to have been in charge and to which the salary of the office for the Sunday or holiday shall be paid

221 When Subsidiary leave is taken, Furlough and Special leave out of India begin on and include, the day of the departure from the port where the officer first meets it of the vessel in which he sails If an officer remains in India after the end of Subsidiary leave, his Furlough or Special leave dates from the beginning of his Subsidiary leave, unless he is specially exempted from forfeiture of his Subsidiary leave by his Local Government under the provision of Article 323 (*b*) Furlough and Special leave out of India end on, and include, the day before the arrival at the port where the officer last quits it of the vessel in which he returns, and Subsidiary leave begins the day after

NOTE 1—[The Furlough or Special leave of an officer sailing from Calcutta in a vessel which touches at Madras begins on the departure of the vessel from Calcutta and not from Madras]

NOTE 2—[The day on which the vessel in which the officer sails quits her moorings or anchorage whether she leaves the limits of the port or not on that day is the day of the departure of the vessel. The day of arrival of the vessel in which the officer returns is the day on which the vessel reaches her moorings or anchorage in port]

221A Special rules have been laid down in Appendix 6 A for reckoning leave in the case of officers stationed in certain remote districts outside India

222 An officer taking Furlough or Special leave out of India whether by itself or in combination with Privilege leave must report his embarkation, through the Audit Officer, to the Local Government (or other authority) which granted his leave, and his arrival in England to the Secretary of State

Section V.—Return to Duty.

NOTE —[With the exception of Article 231 this Section applies to Military officers in Civil employ subject to the Military Leave Rules]

Permission to Return

223 An officer may not, without the permission of the authority which granted him leave, return to duty more than fourteen days before the end of Long Leave

224 An officer on Long Leave in Europe must, if the leave was granted or has been extended on account of ill health, whether it be technically l on medical certificate or not, satisfy the Medical Board at the India Off to his fitness to return to duty Ordinarily he must attend at the India for examination by the Board, but, in special cases, particularly if l residing at a distance of more than sixty miles from London, a certific a form to be obtained from the India Office from two medical practit may be accepted On the required evidence of fitness being furnishe officer will receive from the India Office permission to return to Indi officer whose leave was not granted, and has not been extended, on n

PART III.

grounds, does not require permission from the India Office to return to India He must, however, take steps, either personally or through his agents, to

Page 59. Article 225.

Substitute the following for this Article :—

225 An officer who has taken leave on account of ill-health, wheth leave be technically leave on medical certificate or not, may, if he is res in India or in any place not mentioned in Article 291, be required by authority which granted the leave to produce, before he is permitted to re to duty, a medical certificate of fitness signed by such medical officer as authority may direct.

orders, the particular appointment which he vacated before his leave should report his return to duty as prescribed in Article 228 and await orders.

Change of Appointment

r is changed during Long Leave in within his leave But if he have the Local Government may allow him joining time During such joining time his allowances will be the same as for Subsidiary leave on return from Furlough.

Report of Return

228. A gazetted officer must report his return to duty to the Local Government under which he is employed A member of the Indian Civil Service on the Bengal Establishment employed directly under the Government of India, returning from Long Leave, must also report his return to the Government of India in the Home Department

Overstaying Leave

229 An officer who remains absent after the end of his leave is entitled to no allowance for the period of such absence, and ceases to have a lien on any appointment,—

(i) if his leave was Furlough without Medical Certificate under the European Service Leave Rules; or Furlough under the Indian Service Leave Rules,—immediately; and

Page 59. Article 229.

Substitute the following for Note 2 under this Article :—

NOTE 2—[Short extensions of leave may be granted retrospectively in India to officers who under certain specified circumstances overstay their leave See Article 237 (c)]

officers who overstay l Certificate out of be necessary to de

230 If the Local Government is satisfied that the default of an officer is due to circumstances beyond his control, it may exempt him from loss of appointment under the preceding Article, but not from loss of allowances during the period of his absence without leave The Local Government may authorize the payment to an officer subject to the Indian Service Leave Rules of as much as it thinks fit of any allowances during Subsidiary leave under clause (ii) of Article 321 (a), to which he would have been entitled if he had not remained absent afte the end of his Furlough, or Leave on Private [illegible] on Medical Certificate

[illegible] exercised by them under the subordinate to them not being

231 So long as an [illegible] Section III or if he is exempted under the preceding Article from loss of appointment, absence after the end of his leave though not counting as Continuous Service, does not operate as an interruption of Continuous Service or Continuous Active Service

Section VI—Combination, Extension, and Commutation of Leave

232 No kind of leave, except Extraordinary leave under Articles 332 and 339, leave under Articles 19[illegible] (a), 233, and 288, and in certain cases Examination leave, can be granted in continuation of any other kind of leave, leave under Article 288 may also be followed by any other kind of leave Any leave granted under these Regulations may be retrospectively changed for any other kind or period of leave for which the officer was qualified when the original leave was granted The authority who has the power to sanction leave may also commute retrospectively periods of absence without leave into leave without allowances (see *Article 421*)

NOTE—[Subsidiary leave is not for the purposes of this rule regarded as a continuation of leave]

[illegible] may be prefixed as such to [illegible] ave on urgent private affairs, Leave on Private Affairs, [illegible] leave without allowances, subject *to the following conditions* —

(i) when Privilege leave is combined with Furlough the amount of the combined leave shall not exceed two years,

(ii) when Privilege leave is combined with Special leave under the European Service Leave Rules or Leave on Private Affairs under the Indian Service Leave Rules, the combined leave shall not exceed six months,

(iii) when, however, Furlough Special leave or Leave on Private Affairs, granted in combination with Privilege leave, is extended on medical certificate the full period of Furlough, Special leave or Leave on Private Affairs ordinarily admissible under rule may be allowed irrespective of the limits prescribed in clauses (i) and (ii).

No. 340

Page 61, Article 233—

Insert the following as Note 1 under this Article renumbering the existing note as Note 2 —

Note 1 —Clause (iii) of this Article does not apply to military officers in civil employ who are subject to the Military Leave Rules. In their case the rules in the Army Regulations, limiting the total period of absence from duty will apply

(5th Edition No 340 dated the 2nd March 1914)

Article 220 If on the other h . . .

234 The grant of extension of Furlough, under Article 232 (otherwise than on medical certificate), is subject to proviso (v) under Article 308 (b)

No 331.

Page 61, Article 237.

Substitute the following for clause (a) of this Article :—

237 (a). An officer absent on long leave in Europe, North Afric America, or the West Indies, who wishes to have his lea extended or commuted must apply to the Secretary of Sta about three months before the expiration of his leave an unless the extension is desired on medical grounds or is for period of not more than 14 days, he must produce with h application evidence that the Local Government has bee referred to by him, and has no objection to the extension commutation desired If the officer is on medical leave ar desires an extension for more than 14 days, or if he is c other leave and desires an extension on medical grounds, l must satisfy the Medical Board at the India Office of th necessity for the extension If application for extension l delayed until the last two months of leave, advice of an extension granted for a period of more than seven days wi be sent to India by telegraph and the cost of the telegra will ordinarily be charged to the officer

1 In the case of a Commissioned Medical Officer the Local Government should make reference to the Director General Indian Medical Service before granting the permission

(5th Edition No 331 dated the 19th November 1913)

(d) Furlough out of India on medical certificate may be commuted into leave without medical certificate if such leave was due at the time when the original Furlough was granted, and if the officer seeking commutation is certified, as prescribed in Article 224, to have recovered his health. When extension of the commuted Furlough is applied for, the application must be supported by evidence that the officer's Local Government consents to the extension of his leave

Applications for extensions of commuted Furlough on medical certificate should be dealt with by Local Government in such a way that officers who have preferential claims to Furlough under Article 310 are not thereby debarred for a considerable time from availing themselves of the Furlough at their [illegible]

Page 62. Article 238.

Substitute the following for this Article :—

238 An officer on long leave in any place out of India not mentioned in Article 237(a) who wishes to have his leave extended or commuted, must apply three months before the expiry of the leave to the authority in India which granted it. Whenever leave is extended or commuted under this Article, the fact should forthwith be notified by the Audit Officer to the Government of India in the Finance Department, in order that it may be communicated to the Secretary of State with a view to the payments by Colonial Treasurers or Staff Officers being checked.

239. When Privilege leave is, on medical certificate, retrospectively changed for Furlough out of India, so much of the leave passed before the departure of the vessel in which the officer sails may be treated as Subsidiary leave under clause (1) of Article 321 (a) as might have been granted as Subsidiary leave if the officer had originally obtained Furlough and not Privilege leave, notwithstanding that a portion of such retrospective Furlough has been passed in India

NOTE —[This Article will not apply when the subsequent order grants leave in continuation of the Privilege leave under Article 233]

Military Officers.

240. In the case of a Military officer subject to the Military Leave Rules leave may be retrospectively commuted by the authority which granted it to any other kind of leave which the said authority would have been competent to allow when the original leave was sanctioned.

NOTE —[Articles 237 to 239 apply to Military officers subject to the Military Leave Rules]

Chapter XII.—Short Leave.

Section I.—Extent of Application.

241. The rules in this Chapter regulate the Short Leave of all officers in Civil employ (whatever may be the rules to which they are subject in regard to other leave) except:—

(a) The Governor-General, Governors, Lieutenant Governors, and Members of Council (see Chapter XXII).

(*b*) Judges of High Courts (see Chapter XXIII).

(*c*) Barristers holding the appointments referred to in Chapter XXIV except as stated in that Chapter

(*d*) Ecclesiastical officers appointed before 29th July 1906 But Articles 264, 279 and 280 do apply (see Chapter XXVII)

(*e*) Law officers, except as stated in Chapter XXXI.

(*f*) State Railway Establishments, except as stated in Chapter XXXII.

(*g*) Bengal Covenanted Pilots, except as stated in Chapter XXXIII

(*h*) Port Blair Police (see Chapter XXXIV).

(*i*) Calcutta and Suburban Police Forces (see Chapter XXXVI)

Temporary and Non Continuous Service

242. (*a*) An officer who has a temporary or officiating appointment only may be allowed Privilege leave, without losing his lien on such appointment, if no substitute is required, or if his duties can be provided for without additional expense

(*b*) If such an officer is, without interruption of his service, appointed to a permanent office, his temporary or officiating service may be treated as duty qualifying for Privilege leave

NOTE.—[This rule does not apply to the State Railway officers whose service is classed under clauses (*c*) and (*d*) of Article 609]

243. Privilege leave is not allowed to an officer employed in an establishment the duties of which are not continuous, but are restricted to certain fixed periods in each year (*See also Article* 369)

Petty Military Officers

244. Privilege leave may be granted under this Chapter to a Military Hospital Assistant temporarily lent to the Civil Department A Hospital Assistant is not entitled to Privilege leave in respect of duty done in the Military Department

Seamen

245. An officer or seaman attached to a Pilot vessel at the Sandheads may, in addition to the Privilege leave admissible under this Chapter, be allowed one month's leave on shore, beginning on the date of his arrival at Calcutta, after four months' continuous duty at the Sandheads.

Section II.—Privilege Leave—Ordinary Rules.

Amount earned

246. The amount of Privilege leave earned by an officer is one eleventh part of the time during which he has been on duty without interruption ·

PART III.

Provided that no Privilege leave can be earned by an officer by duty performed while three months' such leave is due to him, and that, whenever duty is interrupted, all claim to Privilege leave earned theretofore is forfeited Absence on Privilege leave, though not counting as duty is not an interruption of duty within the meaning of this Article

247. The calculation must be made as follows —One calendar month for every eleven complete calendar months of duty, and one day for every eleven days of the balance

Qualifying Service

248 When an officer is first appointed to the public service, duty qualifying for Privilege leave does not begin until he takes charge of his office

249 Time spent on Subsidiary leave does not qualify for Privilege leave but if an officer, returning from leave, not before the expiration thereof, be only for the convenience of the Local Government and not for any fault of his own, prevented from joining an appointment on which he has a lien, or be kept out of employ on Subsistence allowance, then duty qualifying for Privilege leave begins on the day on which he presents himself to the Local Government ready for duty

(b) The leave is earned by uninterrupted duty in either the Civil or the Military Department But a Military officer who has taken in any calendar year the whole or a portion of the Privilege leave admissible to him for that year, under Military Rules, does not begin to count service for Privilege leave in the Civil Department until the first day of the following year.

Limit.

251 The amount of Privilege leave admissible at one time is limited to three calendar months

Exception—Officers stationed in the Andamans and Nicobars, officers stationed in Persia at places such as Ahwaz and Kermanshah, and in the Persian Gulf or at Maskat and Baghdad Gyantse or in Chumbi, and European officers in Burma who take Privilege leave by itself and spend it out of Burma or India, are allowed, on each occasion when they may

Amount due.

252. The Privilege leave due to an officer is the Privilege leave which he has earned since the last interruption of duty, less the period during which he has been absent on Privilege leave

PART III.

Interruptions of Duty.

253 If an officer remains absent after the end of Privilege leave, his *duty is interrupted within the meaning of Articles 246 and 260* But if the Local Government considers that his default was due to circumstances beyond his control, it may remit the penalty

NOTE —[The Local Government may delegate the power exercised by them under this Article to any officer or class of officers subordinate to them not being below the rank of Collector or District Judge]

254 If an officer remains absent after the end of Examination leave, or of Joining Time, the period of absence cannot count as duty qualifying for Privilege leave, and, unless the absence is accounted for to the satisfaction of the Local Government, it is an interruption of duty.

NOTE —[The Local Government may delegate the power exercised by them under this Article to any officer or class of officers subordinate to them not being below the rank of Collector or District Judge]

255 (*a*) Leave under Articles 279 and 280 may, if the examination for which it is granted be successfully passed and if the officer has not already had twelve months' leave under that Article, count as duty qualifying for Privilege leave

(*b*) Leave under Article 281 ma[illegible]

No. 215

Page 65 Article 256

Substitute the following for this Article: —

256 Hospital leave under Articles 287, 288 and 291 and leave on medical certificate under Articles 661 and 663 are not interruptions of duty

(6th Edition No 215 dated 2 11 1911)

interrupts duty or not as may be decided in each case by the authority having power to pass final orders in the case Time passed under suspension does not qualify for Privilege leave, unless, in any case, such authority expressly orders that it shall so qualify

259 "Leave in India" under Rule 1 of the Leave Rules for the Staff Corps is an interruption of duty

Condition of Grant

260 To an officer who has been on duty, without interruption, for eleven calendar months, and who has not for six calendar months, been absent on Privilege leave, the whole or any part of the Privilege leave due to him may be granted But when Privilege leave is combined with other leave under Article 233, the amount due may be granted irrespective of these conditions

1 The condition prescribed in this Article by which an interval of six months is required to elapse between two periods of absence on Privilege leave, does not apply to officers of the State Railway Revenue Establishment referred to in Articles 661 and 663, nor to Gazetted Officers of the Opium Department.

No. 356.

Page 66 Article 265.

Substitute the following for this Article :—

265 If an officer, on transfer from one appointment to another, obtains rivilege leave without joining his new office, his leave allowance shall not e less than it would have been if he had *joined his new office* before taking eave, *provided that* the rate of pay attached to the new appointment is not ifferent from and higher than the rate of pay attached to the old appointnent Where, however, the transfer involves an increase in the officer's luties or responsibilities, and is to an office on a different and higher *rate of* ay from that drawn by the officer in the old office, the officer shall not draw he higher rate of salary until he actually joins his new *office*

EXAMPLE —The rate of pay drawn by a Collector and by an Accountant General is ifferent from and higher *than the rate of pay drawn* by a Joint Magistrate or by an officer Class I of the Indian Finance Department respectively.

(5th Edition No 356, dated 1st October 1914)

with other leave, or when an officer is *permitted to retire* at the end of the privilege leave granted to him under Articles 301, 345 or 677, the right to *receive Privilege leave allowances is contingent* (except in case of death) upon the return of an officer to duty on the expiry of such leave or vacation

(5th Edition, No 63, dated 1 12-10)

265 If an officer, on transfer from one appointment to another, obtains Privilege leave without joining his new office, his leave allowance shall not be less than it would have been if he had joined his new office before taking leave

266 *An officer who holds an appointment sanctioned for* not more than six months is not entitled, during Privilege leave to the special rate of pay of, or any special allowance attached to, the appointment

Local Allowances how affected

267 A Local Allowance may be drawn by an officer on Privilege leave only if there is no *locum tenens* to whom it is payable

1 An officer on Privilege leave may draw Presidency allowance or Presidency house rent, provided that no extra expense is thereby caused to the State and provided his previous rate of expenditure *for a house is continued during his absence.*

NOTE.—[This rule applies also to officers in receipt of house rent allowances at Shillong]

2 The Local Allowances known as Burma, Assam and Baluchistan allowances and the Local Allowance drawn by certain Executive and Assistant Engineers in Sind the *Punjab* and the North West Frontier Province may continue to be drawn by officers on Privilege leave, *provided* that the grant of leave does not necessitate the transfer within the limits of the Province of an officer from outside the Province

3 Provincial Forest Officers and Executive Engineers serving in the Andamans who are recruited from Burma draw their local allowances while on privilege leave

House rent, Horse Allowances, Tentage, etc

268 In the *Bombay Presidency, an officer on Privilege* leave may draw the house rent attached to his appointment, if he places his house at the disposal of the officer, *if* any, who officiates *for him* The officiating officer cannot, in such case, draw the house rent attached to the appointment. But

if the officer, for a reason which the Local Government considers sufficient refuses the accommodation placed at his disposal, the allowance is to be drawn by him and not by the absentee

1 Constables of the Bombay City Police while on leave under Article 288 may draw the house rent allowance admissible to them, provided it is not paid to their substitutes

269. A Military Medical Subordinate employed in the Civil Department may, when on Privilege leave, draw the special allowances of his appointment, such as house-rent, horse allowance, etc, provided that they are not drawn by any other officer during his absence

270 In the Madras Presidency, an officer on Privilege leave is entitled to draw his ordinary tentage, the officer officiating for him being allowed to draw only the tentage of his substantive rank

Section III.—Privilege leave in cases of regular vacations.

No. 63.

Page 67. Article 271.

Insert the following as a Note under this Article:—

NOTE —[The rule in this Article does not apply to the Judicial Commissioners and Additional Judicial Commissioners of Oudh Sindh and the Central Provinces in cases where the conditions of the note to Article 278 are satisfied]

(5th Edition, No. 63 dated 1 12 10.)

272 The preceding Article does not apply to the case of an officer who is
by general or special orders issued by competent authority prevented in any year from availing himself of the vacation or vacations by reason of his having to remain at his post on duty In such a case, Privilege leave may be granted under the ordinary rules Provided always that the leave shall not in any case be combined with vacation

273 An officer whose work requires him to be present at his station for a portion of the vacation is eligible for Privilege leave under the ordinary rules, provided he has not been absent from his station for more than fifteen days of the vacation. If he has been absent for more than fifteen days, his title to Privilege leave is regulated by Articles 271 and 274 Any such officer applying for Privilege leave must attach to his application a certificate either—

(1) that he was not absent from his station for more than fifteen days, or

PART III.

(ii) that he was absent from his station for a specified number of days exceeding fifteen,

in any of the vacations included in the period of service by which the Privilege leave claimed has been earned.

NOTE—[Absence on duty, whether within or out of jurisdiction, is not absence from station for the purposes of this Article.]

274 An officer who is, by general or special orders issued by competent authority prevented from availing himself of a part only of a periodical vacation, may, during Privilege leave subsequently taken, draw his full salary for a period bearing the same proportion, if the vacation be annual, to a month, or if it be half yearly, to half a month, as the time spent on duty during the vacation bears to the whole vacation.

275 An officer transferred from a department to which the ordinary Privilege leave rules apply to one in which Articles 271 to 274 apply, loses all claim to take the Privilege leave at his credit, provided that—

(i) Any [illegible]

not exceeding the salary which would have been admissible if he had taken the leave immediately before being transferred.

(ii) If he returns to a department in which Privilege leave is regulated by the ordinary rules, he shall be reckoned on such return to have at his credit the amount of leave which was at his credit at the time of the first transfer, less any amount enjoyed under Proviso (i).

276 The reckoning under the preceding Article shall not, in any case, extend backwards over an interruption of duty.

277. Officers to whom Privilege leave under the ordinary rules and conditions is not admissible (Article 271), may combine vacation with Long Leave (either at the beginning or end thereof) on the same conditions as those on which other officers are allowed to combine Privilege leave under Article 233.

278 The foregoing rules do not apply to District and Sessions Judges: to them privilege leave is granted under the ordinary rules.

District and Sessions Judges may combine—

(a) privilege leave with long leave under the conditions of Article 233;

(b) vacation with either privilege leave or long leave taken separately when such combination can be arranged without additional expenditure, and is admissible under the terms of Article 220, the days occupied by the vacation being treated for this purpose as gazetted holidays.

They may not, however, take vacation together with combined leave.

Section IV.—Examination Leave.

27[illegible] this section, permission to [illegible] Government in any of the

Oriental languages carries with it the grant of joining time (excluding the time allowed for preparation) to and from the place of examination, besides leave for the day or days of examination

abic, or
for one
it, or

(ii) if he undertakes to spend it in study under professional tuition at a Presidency town, the whole period of two months before the examination

(*b*) An officer who is a candidate for the Degree of Honour in Arabic or Persian, may be allowed either leave for two months under clause (*a*), or, if he [illegible] leave for four months to Persia for Persian or for six
r Syria for Arabic Officers of the
India may be granted this leave even when they are candidates only for the Higher Standard or High Proficiency test in Arabic or Persian

NOTE.—[Leave under clause (*a*) or (*b*) is not admissible more than once, nor can such leave be combined.]

(*c*) Privilege leave may not be granted in continuation of the month's

No. 11.

Page 69. Article 280

[I]nsert the following as a note under clause (d) of this Article :—

NOTE—[An officer serving in a department in which regular vacations are allowed is entitled [du]ring examination leave to a leave allowance equal to the salary which he would receive if he [w]ere on duty in the appointment on which he has a lien]

(5th Edition [illegible] dated 1 8-10)

Departments may [illegible]

Departmental Examinations

284 (a) An officer while absent from his office or from his station to attend an obligatory Departmental Examination, or (in the Punjab) an examination in Pushtu or Baluchi, is considered to be on duty.

(b) Leave may not be given under this Article to an officer to prepare for examination, or for recreation after examination A reasonable time, including the day or days of examination should be allowed for the journey to and from the place of examination, and nothing more

285 An officer permitted to present himself at any examination which must be passed before a person is eligible for a higher subordinate appointment in any branch of the service such as a Deputy Magistracy, may, under the orders of his immediate departmental superior, be allowed leave of absence for the number of days actually necessary to enable him to attend at the examination During this short absence no deduction will be made from the officer's allowances unless the head of the office finds such deduction necessary to enable him to make arrangements for carrying on the work Such leave should not be allowed more than twice for each standard of examination

286 Leave may not be granted under this Section to a Military officer subject to the Military Leave Rules to enable him to pass an examination under Article 684 Army Regulations India Volume I Part I

Section V.—Hospital Leave

Jail Warders, Postal Officers, Peons and Guards

287 A Jail Warder (except in Bengal), Warder of a Lunatic Asylum Postman, Mail Carrier or Mail Coachman or a Peon or a Guard in permanent employ whose case is not provided for in Article 288 while ill in hospital or dispensary, or receiving medical aid as an out-door patient of the hospital or dispensary of the station at which he serves may, without reference to the allowance paid to his substitute, be allowed half pay for a period not exceeding six months altogether in any one term of three years, whether such leave be taken in one period or by instalments The Director General of the Post Office may grant full pay for three months to a Postman, Mail Carrier, or Mail Coachman under exceptional circumstances, as, for example, if he is wounded by robbers or a wild animal, and may also, at his discretion, dispense with the condition requiring attendance at a hospital or dispensary. He may also grant leave on full pay in India for a period not exceeding six months to subordinates of the Railway Mail Service who may be injured in the execution of their duty, subject to the conditions under which such leave is granted to State Railway employés by the Managers of State Railways under Article 665

NOTE.—[The term "Peon" in this Article includes a Process server of that class.]

Police and Salt Department Officers

288 A Police officer enrolled under any Act of the Legislature (not being a member of the Port Blair Police Force), whose pay does not exceed Rs 20, or if he be a member of the Bombay City Police force, Rs 25,

Pages 70-71. Article 288.

Substitute the following for this Article :—

——— under any Act of the Legislature (not
— does not exceed

No. 216.

Page 71.

Insert the following as a new Article :—

School mistresses.

288A Maternity leave of absence from duty may be granted on full pay by a Local Government or any subordinate authority empowered in this behalf whether by general or special order by a Local Government to school mistresses for a period which shall not ordinarily exceed two months, but which may be extended to 3 months at the discretion of the sanctioning authority.

(5th Edition No 216, dated 2 11-1911)

ate: Provided always ...
ses in which illness shall be certified not to have ...
intemperate habits

(6 h Edit on No 112 dated 1-3 11)

Marine and Military Establishments

289 An Officer, Warrant or Petty officer, of the Indian Government, sea-going, inland, or harbour vessels and hulks, is, in case of sickness or injury, ordinarily treated on board his vessel, and is entitled to full pay for a period not exceeding six weeks If sent to a hospital, such an officer is, unless the disease or injury is certified by a responsible Medical Officer to have been caused by an offence such as malingering, wilful maiming, wilful aggravating of disease or injury, drunkenness etc , committed by him, entitled to full pay for a period of six weeks, inclusive of any time passed on board his ship sick quarters Time thus spent in ship sick quarters or in hospital on shore, up to a period of six weeks, is not an interruption of duty within the meaning of Articles 246 and 260 An officer of the Marine Department who holds a shore appointment is not entitled to this concession

NOTE —[The provisions of this Article apply to the crew of the Indo-European Telegraph Department Steamer]

290 A seaman disabled while in the discharge of duty may be allowed pay at harbour rates for a period not exceeding three months, provided that the injuries from which he is disabled are certified to by a Government Medical Officer, and are not owing to the seaman's own carelessness or inexperience, and that the vacancy caused by his absence is not filled up

in a Govern-
xtra employé)
whether per-
ublic servant
k on account
for one month,

and thereafter half pay for three months

PART III.

292 A Dockyard artificer on the permanent establishment may, in case of ordinary sickness, be allowed full pay for a week, if his work can be carried on without a substitute and without inconvenience, but no pay can be allowed to him—

(i) if it be necessary to appoint a substitute, or,
(ii) if his absence be prolonged beyond a week, whether it be necessary to appoint a substitute or not

Hospital Servants, Madras and Bombay.

293 Half pay for a period not exceeding six months altogether, in any one term of three years, whether the leave be taken in one period or by instalments, may be granted to the following hospital servants, during their absence on account of illness without reference to the allowance paid to their substitutes, on production of a certificate declaring that the person concerned is an in patient, and under treatment for a disease not the result of imprudence —Ward attendants, Toties, Bearers, Cooks, Cook's mate, Cook's assistant mate, in the Presidency Town of Madras, and Ward attendants (including dispensary servants, and dressers), Cooks Sweepers, Bhistis, Dhobis, in the Bombay Presidency

Presidency Public Works Workshops, Madras

294 Labourers in the Presidency Public Works Workshops, Madras, employed on daily wages, when temporarily absent from work in consequence of injuries sustained on duty in the Workshops may on production of a medical certificate, signed by a properly qualified officer of Government, recommending their absence from work, be granted, under the special orders of the Superintendent or officer in charge of the Workshops, allowances not exceeding those sanctioned in Article 666 for Labourers in State Railway Workshops

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Section VI.—Leave during Recess

295 Leave during the Recess may be granted by the Head of the Party to which he belongs to—

(i) a Native Surveyor or other subordinate in the Survey of India, or in the traverse Survey Party of the Central Provinces, whose service is superior,—on half pay or less (payable on return to duty), or without pay,
(ii) a Lower Subordinate in the Forest Survey, or a Forest Subordinate in Kumaun and Garhwal and the following sub montane divisions —Pilibhit, Kheri, Bahraich, Gonda and part of Gorakhpur,—on half pay (payable on return to duty),
(iii) to such of the Tindals, Mates, Khalasis, Jamadars Chaprasis, Burkandazes attached to any Party of the Survey of India or to the traverse Survey Party in the Central Provinces as the Head of the Party may deem it desirable to re entertain for the ensuing season—on allowances not exceeding half pay (payable on return to duty)

Page 73. Article 296.

Substitute the following for this Article —

296. Privilege leave may not be granted to an officer who is entitled to departmental leave under the preceding Article, but a Lower Subordinate in the Survey of India, or in the Traverse Survey Party of the Central Provinces, a menial in the Survey of India or a Forest Subordinate in the tracts mentioned in Article 295 (ii), who is prevented from availing himself of departmental leave may be allowed to take Privilege leave under the ordinary rules, service towards such leave counting from the date of return from departmental leave. Privilege leave will not be granted except upon a certificate, from the Head of the Party or Office to which the officer is attached, that he was prevented from availing himself of departmental leave in consequence of the exigencies of the service.

(5th Edition No. 190 dated 1-9-11.) ... exigencies of the service.

Chapter XIII.—Long Leave—European Services.

Section I.—Extent of Application.

297. The rules in this Chapter apply to—

(a) Members of the Indian Civil Service

(b) Military officers subject to the Civil Leave Rules

No. 341.

Page 73, Article 297—

Substitute the following for the entry "Judicial Department" under clause (e) of this Article, as amended by correction slip No. 234, dated the 2nd January 1912.

(1) Judges (other than Chief Judges) and Registrars of Presidency Small Cause Courts, Presidency Magistrates; Legal Remembrancer and Secretary to the Legislative Council, Punjab when these appointments are held by Barristers or Solicitors

(2) Registrar, Original Side, Calcutta High Court, Master and Registrar in Equity, Original [illegible] ...y and Admiralty Registrar, Original Side, [illegible] Madras High Court when these appoint[illegible]

(5th Edition, No 341, dated the 2nd March 1914)

Original side, Madras High Court, when these appointments are held by Barristers

POLICE DEPARTMENT.—Assistant Superintendents and officers of higher rank

JAIL DEPARTMENT.—Inspectors General and Superintendents of Central and Presidency Jails

EDUCATION DEPARTMENT.—Principals of the following institutions:—Lawrence Military Asylum, Sanawar, Mayo College, Ajmere; Residency College, Government College, Ajmere, Rajkumar College, Rajkot.

BERAR COMMISSION.—Assistant Commissioners and officers of higher rank by the Secretary of State, or with his particular sanction

PORT BLAIR COMMISSION.—Assistant Superintendents and officers of h[illegible]

PA

ACCOUNT DEPARTMENT (CIVIL)—Enrolled List—

(1) Officers appointed in England by the Secretary of State

No. 174.

Page 74. Article 297.

Substitute the following for the entry "M...

No. 155.

Page 74 Article 297(e)

(i) Substitute the following for the entry "Account Department (Civil) etc"—

ACCOUNT DEPARTMENT (CIVIL)—

(a) Officers of the Indian Finance Department including members both of the late Enrolled List and of the late Superior Accounts Branch of the Public Works Department —

(i) if appointed in England by the Secretary of State,

(ii) if appointed otherwise, but drawing pay not less than Rs 800 a month

(b) Officers of the late Postal Account Department drawing pay not less than Rs 800 a month

(ii) Strike out the entry "Account Department (Postal) etc"

(5th Edition No 155 dated 1 11)

No. 41.

Page 74. Article 297.

Add the following to the list under clause (e) of this Article :—

PRINTING DEPARTMENT—Superintendents of Government Printing India, Madras, Bombay, Bengal, United Provinces and Burma on pay not less than Rs 800 a month

(5th Edition, No 41, dated 1 11 10)

Medical officers, if appointed by the Secretary of State

The Commander, First and Second Officers, and Chief Engineer of the Cable Ship

MARINE DEPARTMENT—Constructors Bombay and Kidderpore Dock yards

... Government ... the Per- ... Legislative Department

298 An officer to whom the rules in this Chapter ... forfeit his privileges upon transfer to some offi... unless such transfer is ordered as a penalty, ... ciency.

PART III.

Section II.—Furlough

General Limitation

299 The amount of Furlough admissible to a member of the Indian Civil Service or a Military officer subject to the Civil Leave Rules ... aggregate ...

Page 75 Article 300.

Substitute the following for clause (a) of this Article —

(a) In the case of a Military officer subject to the Civil Leave Rules —

(1) Furlough under Rules 1 and 6 of the Military Furlough and Leave Rules of 1875, and

(2) Leave in or out of India with pay under the Leave Rules of 1886 for the Indian Army

NOTE 1—(See note to Rule 1 of the Military Furlough Rules of 1875)

NOTE 2—(All leave falling within clause (a) (2) of this Article counts towards the maximum limit in Article 2?8, even though it may not be taken into account in calculating the amount of furlough earned under Article 303)

(8th Ed t on No 24? dated the 10th June 1914)

... ... and Leave on Private ... under the Indian Service Leave Rules

Leave after completion of term of Service

301 (a) The limitations affecting members of the Indian Civil Service whose term of service is complete are prescribed in Article 555 and those affecting Military Officers, in Article 620

(b) Any other officer subject to the rules of this Chapter who is retained in the service after the age of fifty five years may, after attaining that age, be granted Privilege leave or any Special leave to which he may be otherwise entitled or Subsidiary Leave preparatory to retirement, or Extraordinary leave without allowances under Article 332 The total ... under the ... No ... ilege ... to retirement, granted to such an officer before the date on which he attains the age of fifty five years, ceases to have effect on that date

NOTE—[Except in the case of an officer wh... as been refused leave owing to the exigencies c... ause (b) of this Article is subject to the condit... the leave. In ... the officer ... n of retiring for

Page 75. Article 302

Insert the following as a Note under this Article —

NOTE—(In the case of a Military Officer subject to the Civil Leave Rules of this Article has effect only from the date on which he becomes subject to those rules (see rules 1 and 2 under Article 3?) furlough in respect of previous service ... ted under Article 303)

(8th Edition No 3?? dated ...

ACCOUNT DEPARTMENT (CIVIL)—Enrolled List—

(1) Officers appointed in England by the Secretary of State

No. 174.

Page 74. Article 297.

Substitute the following for the entry " [illegible]

No. 155.

Page 74 Article 297(e)

(i) *Substitute the following for the entry "Account Department (Civil) etc"—*

ACCOUNT DEPARTMENT (CIVIL)—

(a) Officers of the Indian Finance Department including members both of the late Enrolled List and of the late Superior Accounts Branch of the Public Works Department —

(i) if appointed in England by the Secretary of State;

(ii) if appointed otherwise, but drawing pay not less than Rs 500 a month

(b) Officers of the late Postal Account Department drawing pay not less than Rs 800 a month

(ii) *Strike out the entry "Account Department (Postal) etc."*

(5th Edition, No 155 dated 1 7 11)

NO. 41.

Page 74. Article 297.

Add the following to the list under clause (e) of this Arti-

No. 65.

Page 74. Article 297.

Insert the following new entry after the entry relating to the Marine Department in clause (e) of this Article:—

MEDICAL DEPARTMENT—Matron, Assistant Matron and the Nursing Sisters of the General Hospital, Rangoon, when recruited in England

5th Edition No 65, dated 1 12-10

Superintendent of the Public Library, Madras

(5th Edition No 64, dated 1 12 10)

298 An officer to whom the rules in this Chapter are applicable does not forfeit his privileges upon transfer to some office not included in Article 297, unless such transfer is ordered as a penalty, or because of the officer's inefficiency.

PART III.

Furlough Due

[illegible] to an officer is the amount which [illegible]—

[illegible] of the Indian Civil Service or a Military [illegible] to the Civil Leave Rules, by the Furlough which he [illegible] these rules,

[illegible] other than an officer of the Indian Civil [illegible] the Army by the Furlough or Special leave with allow[illegible] he has enjoyed under these rules. (*See also Article* [illegible])

[illegible] the calculation of the Furlough due to an [illegible] to the Indian Service Leave Rules, becomes [illegible] in this Chapter —

[illegible] who becomes entitled to the rules in this Chap[illegible] 11th October 1893 the date of receipt of the Secretary of [illegible] No. [illegible] September 21, 1893, by reason of his acquiring on [illegible] qualification specified in Article 297 (*d*) or (*e*) —

[illegible] of Furlough due *to* him shall be taken at one eighth [illegible] active service while under the *Indian Service Leave Rules* less the amount of Furlough or of Leave *on* Private Affairs enjoyed by him under Articles 337 and 338.

Leave on Medical Certificate shall in this calculation reckon neither as service qualifying for Furlough nor as Furlough taken, but the amount of Furlough due shall not exceed the amount which would be due if the officer had been under the European Service Leave Rules from the beginning of his service and the leave taken by him on medical certificate had been Furlough on medical certificate under the rules in this Chapter.

(*b*) In the case of an officer who is brought under the rules in this Chapter for the first time *by the operation of the orders* in the despatch of the 21st September 1893, but who would have come under them at an earlier date if they had been in force at the time, the calculation of Furlough and other leave due shall be made as *follows* —

(i) If under those orders he would have been under the rules in this Chapter from the commencement of his service, the calculation shall be made as if such rules had applied to him from the commencement of his service, and all leave taken by him had been taken under those rules.

(ii) If under those orders he would at some stage in his service have passed from the Indian Service Leave Rules to the rules in this Chapter, then the calculation shall be made under the rules in clause (a) under this Article as if he had come under the rules in this Chapter at such earlier stage. He shall be held to have been under the rules in this Chapter from the said earlier date,

and all Furlough, Leave on Private Affairs, or Leave on Medical Certificate taken after such date shall be treated as Furlough taken under the rules in this Chapter

Provided that in the case of the officers mentioned in Article 297 (c) who came under the rules in this Chapter before the 11th October 1893, the calculation shall continue to be made under the following rules —

In calculating the Furlough "earned ' only half the Active Service rendered by the officer in offices other than those included in Article 330 of the Second Edition of these Regulations is taken into account. The whole of the Active Service rendered by the officer whilst

No 269

Page 78. Article 306

Substitute "304 (b)" for "304" in line 1 of this Article.

(5th Edition, No 269, dated 1-5 12)

European Service Leave Rules and come under them immediately or,

(b) postpone his coming under them until his return from leave

Furlough admissible

308 To an officer who has rendered three years' Continuous Service, Furlough for not more than two years may be granted as follows —

(a) On medical certificate —unconditionally, *see Articles 828 to 832*,

(b) without medical certificate —subject to these provisos —

(i) that the Furlough be due to him,

(ii) that he has rendered eight years' Active Service in Civil employ,

(iii) that an interval of not less than eighteen months has elapsed

weeks' dura

, with which

ge leave com-

pt Continuous

Service (Article 22), the period of 18 months begins to run from the date subsequent to that of the end of the combined leave

(iv) if a Military Officer subject to the Civil Leave Rules, who has not rendered eight years' Active Service in Civil employ, and

(1) if the Furlough which he applies for is his first Furlough—that he has two years' Furlough due to him under the calculation in Article 303, or

(2) if the Furlough applied for be other than his first Furlough—that he has rendered three years' Continuous Service since his return from Furlough,

(v) that the whole number of officers absent on Furlough and Special leave does not exceed the limit (if any) appointed by the Government of India (*see Articles* 309 *and* 310

No. 337.

Page 79, Article 309—

Substitute a comma for the full stop at the end of this Article and add the following :—

"or study leave in the case of officers of the Indian Medical Service."

(5th Edition, No 337, dated the 2nd January 1914)

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310 (*a*) If, under the operation of proviso (v), Article 308, the applications for Furlough (including those under Article 232) cannot all be complied with, Furlough will be granted in the following order —

First—To the applicant to whom the most Furlough is due ;
Secondly—Of two or more applicants to whom the same amount is due, to him who has rendered longest Continuous Active Service,
Thirdly—Of two or more such applicants who have rendered the same Continuous Active Service—to the Senior

(*b*) This Article refers to applications registered for a Furlough not yet vacant The order of date in which such applications are made has no significance The Article cannot affect applications made for a Furlough already vacant unless they happen to arrive by the same post

311 To an officer who has not rendered three years' Continuous Service, Furlough may be granted on medical certificate as follows —

(*a*) if the Furlough due exceeds a year—to the extent due, not exceeding two years,
(*b*) If the furlough due does not exceed a year—for not more than one year

Extension of Furlough

312 (*a*) Furlough granted under Article 308 may, on medical certificate, be extended to not more than three years

(*b*) Furlough granted under Article 311 for less than two years under clause (*a*), or less than one year under clause (*b*), may, on medical certificate, be extended to the extent of the Furlough due to the officer, not exceeding two years, or to one year, respectively

Ordinary Furlough

313 Ordinary Furlough can, under no circumstances, extend beyond two years at one time, it includes—

(i) the

(ii) so

PART III.

Substitute the following for this Article as amended by correction slip No 3, dated 1st July 1910.—

314 An officer on ordinary Furlough is entitled to a leave allowance equal to half his average salary, subject to the following limits —

(*a*) in the case of a member of the Indian Civil Service—

(i) if paid at the Home Treasury of the Government of India, maximum £1,000 a year and minimum £500 a year, or the salary last drawn by him on duty, whichever is less,

(ii) if paid in India, maximum Rs 833⅓ a month, and minimum Rs 416⅔ a month, or the salary last drawn by him on duty, whichever is less,

(*b*) In the case of a Military Officer, subject to the Civil Leave Rules, the same maxima and minima as in the case of a member of the Indian Civil Service Provided that, during furlough added under Article 303 to the furlough earned under Civil Rules, the minimum shall (in the case of an officer who became subject to the Civil Leave Rules on or after the 1st April 1888) be that prescribed by the Military Rules to which an officer was subject immediately before coming under the Civil Leave Rules, and that in the case of an officer of the Royal Engineers, whose case is governed by clause (ii) under Article 303, the minimum shall be the rate prescribed by the Leave Rules for the Indian Army, according to the length of his service for Indian pension In the case, however, of an officer of the Royal Engineers serving under British Army Leave Rules, the minimum for so much of the furlough credited under Article 303 (ii) as has been earned by service in Civil employment shall be at the rate of—

(1) £500 a year —if he elected for continuous service in India before the 1st February 1898

(2) £500 a year or the salary last drawn by him on duty, whichever is less—if he elects to come under the Civil Leave Rules after completing 5 years Indian Service,

[illegible]
exces [illegible]
civil [illegible]
earne[illegible]
for this concession]

(*c*) in the case of any other officer subject to these rules—

(i) if paid at the Home Treasury of the Government of India, maximum £800 a year, no minimum except as provided in Article 320,

(ii) if paid in India, maximum Rs 666⅔ a month, no minimum, except as provided in Article 320

Provided always that the allowances of an officer during leave shall in no case exceed his actual salary when he takes leave

1 An officer on furlough does not forfeit his past leave allowances by resigning the Service without returning to India.

(5th Edition No. 95 dated 1 2 11)

(ii) if an officer not in the Indian Civil Service or the Army, to £480 a year paid at the Home Treasury, or Rs 400 a month paid in

India or to one quarter of his average salary whichever is less In the case provided for in Article 320 quarter average salary is subject to the minima prescribed in that Article

NOTE —[Absentee allowances in respect of leave spent out of India if paid in India are subject to the rupee limits prescribed in Articles 314 and 315]

Section III —Special Leave

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316 Subject to the rule laid down in Article 232 special leave on urgent private affairs may be granted at any time for not more than six months

Provided that an officer who has had Special leave must render six years' Active Service before he can again have such leave.

No. 326.

Pages 81-82, Article 320—

Cancel the N B under clause (*b*) of this Article as amended by Correction Slip No 217, dated the 2nd November 1911, and substitute the following for the Note under it —

... is admissible only in cases in which a Medical Certificate ... or in which leave (except ... so recommended or not is ... Certificate)

... subject to the following minima —

(*a*) if the leave is Furlough on Medical Certificate under Article 308(*a*) or Article 311, or

(*b*) if the leave, although not Furlough on Medical Certificate under Article 308 (*a*) or Article 311, has been granted on account of ill health

N B —[In order to claim the benefit of this Article the leave application must be supported by a medical certificate in the form prescribed in Chapter XLIV recommending leave out of India]

On ordinary Furlough or Special leave —

When paid in England	£200 a year or ⅝ths of the salary last drawn on duty whichever is less
When paid in India	Rs 166⅔ a month or ⅝ths of the salary last drawn on duty whichever is less

On Furlough other than ordinary—

When paid in England	£100 a year or 37½ per cent of the salary last drawn on duty whichever is less
When paid in India	Rs 83⅓ a month or 37½ per cent of the salary last drawn on duty whichever is less

NOTE.—[The minimum rate of leave allowance prescribed in this Article is also admissible ... of India (other than Extraordinary leave without pay) which has ... commuted into Leave on Medical Cert... required by the Civil Service Regu... and should recommend leave out of ...]

(5th Edition No 217 dated 2-11 11)

On ordinary Furlough or Special leave—

When paid in England	£200 a year or ⅔ths of the salary last drawn on duty whichever is less
When paid in India	Rs 166⅔ a month, or ⅔ths of the salary last drawn on duty whichever is less

On Furlough other than ordinary—

When paid in England	£100 a year or 37½ per cent. of the salary last drawn on duty whichever is less
When paid in India	Rs. 83⅓ a month or 37½ per cent of the salary last drawn on duty whichever is less

Note 1 —[The minimum rate of leave allowance prescribed in this Article is also admissible in the case of any leave out of India (other than Extraordinary leave without pay) which has been extended on medical certificate or which has been commuted into Leave on Medical Certificate The certificate should be in the same form as that required by the Civil Service Regulations to entitle an officer to Leave on Medical Certificate and should recommend leave out of India

Note 2.—[For the purposes of this Article Ceylon is not held to be out of India]

Section V —Subsidiary Leave.

321 (a) Subsidiary Leave is the time allowed—

(i) to an officer leaving India on retiring from the service, or on Furlough or Special leave to break up his domestic establishment and travel to the port of embarkation, and

(ii) to an officer returning to India from Furlough or Special leave, to travel from the port of debarkation and reorganise his domestic establishment

No subsidiary leave is admissible to an officer who does not leave India by sea

(b) Subsidiary leave granted to an officer preparatory to retirement ceases when he actually resigns the service

1 An officer serving in Persia or Turkish Arabia reckons Subsidiary leave to or from the port or frontier town by which he leaves or returns to the country The date of departure or return must be certified by the British Consul or, if there be no British Consul by the officer himself

2 An officer either of the Persian or the Persian Gulf Section of the Indo-European Telegraph Department who practically has to go on or return from leave by an Indian port, whether it be Karachi or Bombay may reckon Subsidiary leave to or from such port.

322 (a) The grant to an officer leaving India—

(i) of permission to retire from the service, or,

(ii) of Furlough or Special leave out of India,

carries with it the grant of Subsidiary leave But Subsidiary leave is admissible only at the end and not at the beginning of leave out of India when such leave is combined with Privilege leave under Article 233

(b) An officer returning to India without the permission of the authority which granted him leave, more than fourteen days before the end of his Furlough or Special leave is not entitled to Subsidiary leave, save under the special orders of the Local Government.

Leave in and out of India

323 (*a*) An officer (including a Military officer subject to the Military Leave Rules) may take Furlough or Special leave partly in and partly out of India But Subsidiary leave is not admissible unless the Furlough or Special leave begins or, as the case may be ends as Furlough or Special leave out of India

(*b*) If an officer going on Furlough or Special leave out of India is prevented by sickness or other reason not within his own control —such for example as the postponement of the departure of the vessel in which his passage is engaged —from embarking within his Subsidiary leave the Local Government may order that his Furlough or Special leave shall begin in India at the end of the Subsidiary leave otherwise admissible, without forfeiture of his Subsidiary leave

Period admissible

324 The minimum Subsidiary leave is ten days, otherwise Subsidiary leave is calculated according to the rules and restrictions laid down in Chapter IX for "Joining Time"

Prolongation of Subsidiary Leave

325 If a Medical Board or Officer detains an applicant under [illegible]

A B having applied to us (or me) for medical certificate under Article 829 of the Civil Service Regulations we (or I) consider it expedient before granting or refusing such a certificate to *A B* to detain him under professional observation for days

326 Unless an officer is expressly permitted by the Local Government to retain charge of his duties and to resume them before proceeding on leave the time spent by him in obtaining the medical certificate under Article 829, including the time if any, for which he is detained under medical observation is treated as subsidiary leave the amount of subsidiary leave admissible under rule being prolonged if necessary in case of detention by a period not exceeding that for which he was detained

327 In the case of an officer who fails to obtain the certificate, the time from the date on which he leaves his station to that on which the certificate is refused is treated as Subsidiary leave From the date following that on which the certificate is refused the officer is treated as on Joining Time, carrying Subsidiary leave allowances

328 If an officer (including a Military officer subject to the Military Leave Rules) who under the rules of his service is entitled to a free passage in a troop ship when proceeding on leave out of India, is, after having been granted Subsidiary leave, detained waiting for a troop ship, through no fault of his own, his Subsidiary leave may be extended to the date of the sailing of the vessel in which he is provided with a passage without reference to the maximum period of thirty days for which Subsidiary leave can be granted

329 Subsidiary leave is ordinarily reckoned from the date of debarkation but if there is any special delay in the issue of orders appointing an officer to a particular post, the Subsidiary leave may be extended by the Local Government provided that the whole period so allowed does not exceed 30 days

Leave Allowances

330 An officer on Subsidiary leave is entitled to allowances as follows —

(a) If the leave be Subsidiary to Special leave and the officer has had leave subsidiary to a former Special leave—no allowance

(b) If the leave be subsidiary to ordinary Furlough or Special leave (otherwise than as provided in clause (a)) —the allowance admissible under Article 314 but calculated in the case of a member of the Indian Civil Service or a Military officer subject to the Civil Leave Rules without the limitations of maximum or minimum prescribed by clauses (a) and (b) of Article 314 The limitations prescribed by clause (c) of Article 314 apply to the allowances of any other officer subject to this Article on Subsidiary leave

(c) If the leave be Subsidiary to Furlough other than ordinary—the allowance admissible under Article 315

(d) If the officer has been absent on extraordinary leave the duration of which exceeds a fortnight or has under Article 229 ceased to have a lien on a substantive appointment—

(i) in the case of a member of the Indian Civil Service or a Military officer subject to the Civil Leave Rules—subsistence allowance and

(ii) in the case of any other officer subject to this Article—no allowance

(e) If the leave be preparatory to retirement—the allowances which would be admissible if the officer were proceeding on leave of such description as may be admissible to him and if no leave is admissible—Subsistence allowance only

331 An officer may draw allowances as if he were on Privilege leave, for any part of his Subsidiary leave under clause (i) of Article 321 (a) for which if he were not retiring from the service or going on Furlough or Special leave, Privilege leave may be admissible to him It is to be observed that an officer who has no lien on an appointment cannot benefit by this rule (See Article 263)

NOTE.—[This Article will have no application in cases in which Privilege leave is combined with other leave under Article 233 as Subsidiary leave is not then admissible [See Article 322 (a)]

Section VI —Extraordinary Leave

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332 Subject always to the provisions of any Statute applicable to the case, the Local Government (or, if the officer be on Furlough or Special leave in Europe, the Secretary of State may, in special circumstances and when no

other kind of leave is by rule admissible, grant leave of absence from duty otherwise than under these Regulations Provided that—

(i) such leave may
leave except
in continuati
opinion of the Local Government are such as to justify the concession No officer is *entitled* to Extraordinary leave,

(ii) an officer absent from duty on leave so granted shall receive no absentee allowance, and

(iii) if he is a member of the Indian Civil Service or a Military officer subject to the Civil Leave Rules, he shall retain no lien upon any office except when Extraordinary leave, not exceeding a fortnight, is granted in continuation of other leave (See clause (*d*) of Article 330)

(i) Date of reckoning allowances
(ii) Charge of offi e } (see Articles 52 to 55),
(iii) Commencement and end of leave
(iv) Return to duty } (see Articles 220 to 231),

or so as to extend the term of Privilege or other leave beyond the time admissible by rule]

the person concerned

absence from duty

(2) If the further absence from duty cannot be covered in this way, the period, or such part of it as remains uncovered will be treated as leave without allowances unless the person concerned prefers to substitute leave of another description for that which he has previously taken.

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333 A Military officer subject to the Civil Leave Rules, who has exhausted the full period of Furlough admissible to him under these Regulations, and who is granted Extraordinary leave on medical certificate, will continue to be treated as wholly in Civil employ for all purposes, with the
... there is no
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PART III

permitted to revert to the effective list and returns to duty in India, he will not be entitled to be reinstated in Civil employment, but will be posted to Civil or Military duty as may be decided in India

Chapter XIV.—Long Leave—Indian Services.

Section I —Extent of Application.

334 The rules in this Chapter apply to all officers who are not entitled to leave under the other Chapters of these Regulations They apply *fully* only to those officers whose pay is *not less* than Rs 100 a month, and who have substantive appointments on permanent establishment under the Government

335 (*a*) Leave may, however, be granted under this Chapter ... officer ... 100, ... entee ... in the ... of his ... ents, ... the ... half ... dis ... vance ... nce ... ds of

No. 129

Page 86. Article 335.

Substitute the following for Rule 3 under clause (b) Article —

... the United I

No. 12.

Page 86 Article 335

Substitute "Rs 30" for "Rs 25" in Rule 3 under clause (b) of this Article

(8th Edition No 12, dated 1-8 10)

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Section II.—Long Leave.

Leave on Medical Certificate.

336 Leave on Medical Certificate may be granted for three years in all, but not for more than two years at one time, and no officer can have Leave on Medical Certificate out of India more than twice

1 An officer who has a temporary or officiating appointment only may be allowed leave under this Article for not more than three months if no substitute is required, or if his duties can be provided for without additional expense

Leave on Private Affairs

337 Leave on Private Affairs for six months may be granted to an officer who has not had Furlough, after six years' service, and repeated after intervals of six years—

1 Leave on Private Affairs does not accumulate, and cannot be taken in instalments
2 Leave on Medical Certificate counts as service for Leave on Private Affairs

Furlough

338 Furlough may be granted as follows —

(a) After ten years' service—one year or any less period, and thereafter at intervals of not less than eight years, one year or such other period as together with all periods already spent on Furlough may not exceed two years; or,

(b) After eighteen years' service—two years or any less period, and thereafter, at intervals of not less than eight years, any such period as together with all periods already spent on Furlough may not exceed two years

Provided—

- (i) that the service for Furlough of an officer who has had Leave on Private Affairs counts only from the date of his last return from such leave,
- (ii) that the aggregate amount of Furlough, or of Furlough and Leave on Private Affairs taken together, shall not exceed two years,
- (iii) that an interval of not less than eighteen months has elapsed between last return from Privilege leave of over six weeks' duration, whether taken by itself or combined with Leave on Medical Certificate and the furlough, or privilege leave, if any, with which the furlough is combined

1 Leave on Medical Certificate counts as service for Furlough

Leave without Allowances

339 Extraordinary leave without allowances may, in case of necessity, and when no other leave is by rule admissible, be granted for such time as may be necessary Time spent on leave under this Article does not count as service for other leave Subject to the provisions of Article 198 *there is no limit to the length or frequency of leave under this Article* It may not be granted in combination with the grant of other leave except as provided in Article 233 But it may be granted in continuation of other leave if circumstances arise which prevent the return by the officer to duty, and which, in the opinion of the Local Government or the authority empowered to grant the leave, are such as to justify the concession No officer is *entitled* to Extraordinary leave

[illegible] does not exceed [illegible] e leave may [illegible] en no other [illegible] the discret on [illegible] this Article

PART III.

Leave Allowances

340 (*a*) An officer on Leave on Medical Certificate under Article 336 is entitled to half his average salary for the first fifteen months of each period of such leave but not for more than thirty months in all For the rest of his leave under Article 336 he is entitled to a quarter of his average salary

(*b*) An officer on Furlough or on Leave on Private Affairs is entitled to half his average salary

(*c*) But whenever an officer whose appointment is not gazetted takes leave for *not more* than one month or whenever such an officer's salary is less than Rs 300 his pay (not salary) when he gives up office is to be taken in lieu of average salary

341 (*a*) Half average salary is subject to a maximum of Rs 300 a month if paid in India, and £600 a year if paid at the Home Treasury

(*b*) Quarter average salary is subject to a maximum of Rs 400 a month if paid in India, and £480 a year if paid at the Home Treasury

(*c*) For non gazetted officers whose salary is not less than Rs 300 the minimum of half average salary is Rs 150, and of quarter average salary Rs 75 a month

NOTE 1 —[Absentee allowances in respect of leave spent out of India if paid in India subject to the rupee limits prescribed in this Article]

NOTE 2.—[For the purposes of this Article Ceylon is not held to be "out of India "]

342 The half average salary and quarter average salary of an officer subject to the rules in this Chapter on leave out of India are subject to the following minima —

(*a*) if the leave is Leave on Medical Certificate under Article 336 or

(*b*) if the leave although not leave on Medical Certificate under Article 336 has been granted on account of ill health

N *B* —[In order to claim the benefit of this Article the leave application must be supported by a medical certificate in the form prescribed in Chapter XLIV recommending leave out of India.]

Half average salary —

	Minima.
If paid in England . . .	£200 a year, or ¾ths of the salary last drawn on duty, whichever is less
If paid in India . .	Rs. 166⅔ a month, or ¾ths of the salary last drawn on duty whichever is less

Quarter average salary —

If paid in England	£100 a year, or 37½ per cent of the salary last drawn on duty whichever is less.
If paid in India . .	Rs. 83⅓ a month, or 37½ per cent. of the salary last drawn on duty, whichever is less.

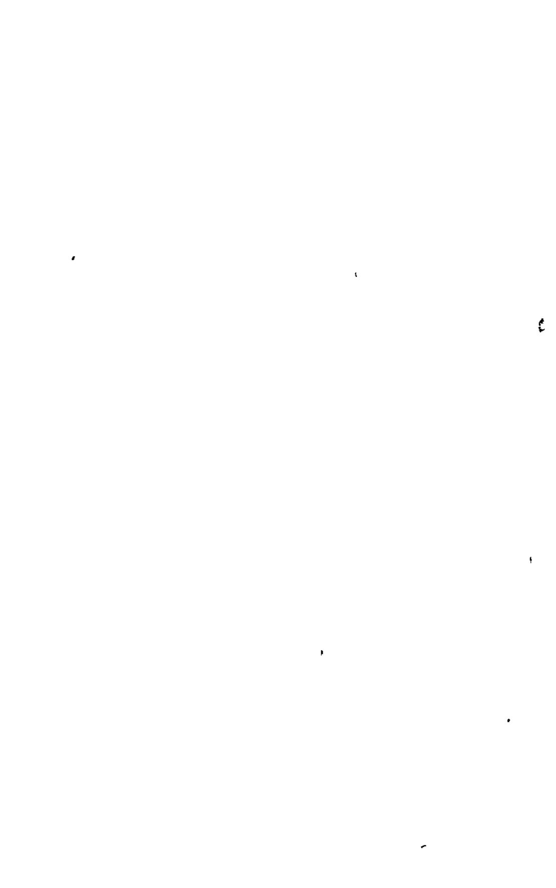
NOTE 1 —[The minimum rate of leave allowance prescribed in this Article is also admissible in the case of any leave out of India (other than Extraordinary leave without pay) which has been extended on medical certificate or which has been commuted into Leave on Medical Certificate The certificate should be in the same form as that required by the Civil Service Regulations to entitle an officer to Leave on Medical Certificate and should recommend leave out of India.]

NOTE 2 —[For the purposes of this Article Ceylon is not held to be "out of India."]

PART III.

Part IV.—ORDINARY PENSIONS.

GENERAL ARRANGEMENT



PART IV.—ORDINARY PENSIONS.

Chapter XV.—General Rules.

Section I.—Extent of Application.

348-A Every pension shall be held to have been granted subject to the conditions contained in Chapter XXI

349 The conditions of service of officers of the following classes include special rules for pension which are laid down in the chapters noted against each, *viz* —

(*a*) Judges of the High Courts (see Chapter XXIII)
(*b*) Barristers holding the appointments specified in Article 547 (see Chapter XXIV)
(*c*) Members of the Indian Civil Service (see Chapter XXV)
(*d*) Statutory Civil Servants (see Chapter XXVI)
(*e*) Ecclesiastical Officers (see Chapter XXVII)
(*f*) Civil Engineers and Telegraph Officers (see Chapter XXX)
(*g*) State Railway Establishments (see Chapter XXXII)
(*h*) Bengal Covenanted Pilots (see Chapter XXXIII)
(*i*) Police Officers drawing less than Rs 20 a month (see Chapter XX)
(*j*) Port Blair Police (see Chapter XXXIV)
(*k*) Army Veterinary Officers of the Civil Veterinary Department (see Chapter XXIX)
(*l*) Burma Military Police (see Chapter XXXVII)

350 The pensions of all other officers are regulated by the rules in this Part Provided that it is open to a Local Government to rule that the service of any class of officers serving under it does not qualify for pension

1 Service in Dâk Bungalow and District Garden Establishments does not qualify
2 The service of a Patwari whether appointed before or after the abolition of the Patwari or Village Officers' Cesses and Funds, does not qualify in any case in which it did not qualify prior to that abolition

351 Future good conduct is an implied condition of every grant of a pension The Local Government, the Government of India, and the Secretary of State in Council, reserve to themselves the right of withholding or withdrawing a pension or any part of it, if the pensioner be convicted of serious crime or be guilty of grave misconduct

The decision of the Secretary of State in Council on any question of withholding or withdrawing the whole or any part of a pension under this Regulation shall be final and conclusive

NOTE —[This rule is applicable to all the officers enumerated in Article 349 except Judges of the High Courts Bishops Army Veterinary Officers of the Civil Veterinary Department and members of the Civil Service appointed before 16th January 1904

Section II.—Cases in which claims are inadmissible.

352 In the following cases no claim to pension is admitted —

(a) When an officer is appointed for a limited time only, or for a specified duty, on the completion of which he is to be discharged

(b) When a person is employed temporarily on monthly wages without specified limit of time or duty, but a month's notice of discharge should be given to such a person, and his wages must be paid for any period by which such notice falls short of a month

(c) When a person's whole time is not retained for the public service, but he is merely paid for work done for the State

1. This clause applies, among others, to the following officers —Advocate General Solicitor to Government Government Pleaders and Law Officers not debarred from private practice, Sheriffs in Presidency towns, Coroners, Roman Catholic Priests

(d) When a public servant holds some other pensionable office, he earns no pension in respect of an office of the kind mentioned in clause (c) or in respect of duties paid for by a Local Allowance

(e) When an officer serves under a covenant which contains no stipulation regarding pension, unless the Government of India specially authorises an officer to count such service towards pension

[illegible]

executed.'

" Covenants with mechanics and others engaged for service in India will accordingly in future be prepared containing provisions to the effect recommended by your Government."]

Misconduct or Inefficiency.

353 Save as provided below, pension may not be granted to an officer whom it is desired to remove for misconduct, insolvency, or inefficiency.

Exception —Subject to the following conditions, the Government of India may grant compassionate allowances, in such cases when they are deserving of special consideration —

(1) No allowance to be granted to an officer appointed in England or to one whose pay exceeds Rs 250 a month

(2) The allowance not to exceed two thirds of the pension that would have been admissible if the officer had retired on medical certificate

Claims of Widow

354 (a) It being the duty of every Government officer himself to provide for his family, the Government recognises no claim by a widow on account of the

services of her husband, and is almost invariably under the painful necessity of rejecting recommendations made in contravention of this rule

(b) The submission of such recommendations, save under very extraordinary circumstances, is disapproved, as calculated only to give rise to hopes which cannot be fulfilled.

[illegible]

that "grave objections exist to the grant of special pensions to the families of Uncovenanted Servants, every such grant forming a precedent which is quoted in support of subsequent applications, with less claims to consideration"]

Limitations

355. (a) An officer cannot earn two pensions in the same office at the same time, or by the same continuous service

(b) Two officers may not simultaneously count service in respect of the same office.

Military Service

356 Service which is pensionable under Military Rules does not count. and an officer who is counting service for Military pension cannot simultaneously count service for Civil pension. The following exceptions have been made to the provisions of this Article —

[illegible]

clerk is afterwards employed in the Civil Department, he may count his service in the Military office, provided that he takes his discharge within twelve months after joining his ap-

at the Forest School]

(4) The pension of a Native soldier placed on the Unattached List for employment in the Civil Department under the provisions of G G O No 260 of 1865 G O C C No 289 of 1867, India Army Circular, clause 12, of 1881, and India Army Circular, clause 100 of 1885 and an Officer of the Indian Subordinate Medical Department in Civil employment (see Special Army Circular, dated 16th July 1884 paragraph 36), is a Civil or a Military charge, according as the greater portion of the officer s or soldier's service is in the Civil or the Military Department

357 The Local Government may, in exceptional cases, allow service which is pensionable under Military rules to count for pension on the Inferior scale

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Chapter IXV.—Conditions of Qualifying Service.

Section I —Definition of Qualifying Service.

Beginning of Service

358 (*a*) Except for Compensation gratuity, an officer's service does not in the case of Superior service qualify till he has completed twenty years of age

(*b*) In other cases, unless it be otherwise provided by special rule or contract, the service of every officer begins when he takes charge of the office to which he is first appointed

NOTE —[In every covenant with an officer appointed in England by the Secretary of State, not being a member of the Indian Civil Service or a Civil Engineer or Telegraph Officer educated at the Royal Engineering College, Coopers Hill, or a Forest Officer a clause is inserted to the effect that service for leave and pension begins only from the date on which the officer joins his first appointment in India.]

359 The following exceptions are admitted to the twenty years' rule —

(1) All officers appointed in England by the Secretary of State, "Indian College Engineers" [see Article 627 (*e*)], and Police probationers appointed in India under the orders contained in the Despatch of the Secretary of State, No 14 (Judicial), dated 15th March 1894

(2) Signallers in the Indian and Indo European Telegraph Department may count towards pension service rendered by them after they attain the age of eighteen years

(3) Hospital Assistants count service from the date they pass the examinations referred to in Exception (1) of Article 356

NOTE —[Pupils of the Civil Hospital Assistant class in Medical Colleges who are granted leave under Rule 1, Article 52 (*b*) count service from the date on which the leave begins.]

360 In the case of Inferior service, service counts after the age of sixteen years

PART IV.

Conditions of Qualification

361 The service of an officer does not qualify for pension unless it conforms to the following three conditions —

First—The service must be under Government

Second—The employment must be substantive and permanent

Third—The service must be paid by Government

These three conditions are fully explained in the following Section

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Section II—First Condition

Service under Government

362 The service of an officer does not qualify unless he is appointed and his duties and pay are regulated by the Government or under conditions determined by the Government The following are examples of officers excluded from pension by this Article —

(1) A Marine Officer paid by fees fixed by the Board of Trade,
(2) Officers of a Municipality
(3) Officers of Grant in aid Schools and Institutions (*e g* the Asiatic Society and Canning College at Lucknow)
(4) Subordinates appointed by Treasurers on their own responsibility, *e g* Tahvildars in the Province of Agra and in the Central Provinces and Potadars (money testers) in Bengal

363 As an exception to the preceding Article the services of Subordinates of Treasurers in the Punjab including Tahvildars and Potadars (money testers) who were in employ on the 23rd August 1886 qualify, provided that they were—

(i) appointed by District Officers
(ii) discharging duties and receiving pay regulated under conditions laid down by Government and
(iii) other than mere servants of Treasurers liable to be removed whenever a change might take place in the incumbency of the office of a Treasurer

364 The service of a Native Accountant appointed to a Silladar Regiment in the Bombay Presidency on or after the 6th February 1875 does not qualify

Service paid from Contract Allowances

365 Service on an establishment paid from a Contract Establishment allowance with the detailed distribution of which the Government does not interfere does not qualify whether such contract allowance is a fixed amount or consists of fees

NOTE.—[The maximum Establishment allowance for Registration offices in Bengal is not a Contract allowance within the meaning of this Article]

366 Service on an establishment paid from the Household allowance of the Viceroy, or of a Governor, or Lieutenant-Governor does not qualify

1 If an officer has served partly (in a capacity which would have given him claim to pension if the service had been paid from the General Revenues) on the Household establishment of the Viceroy, and partly on establishments paid from the General Revenues, he is entitled from the General Revenues to a share of any pension to which he would have been entitled if his whole service had been paid from the General Revenues, proportionate to the

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Viceroy
n entitled
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Service under an Employer other than Government

367 In the following cases service under an employer to whose position Government has succeeded qualifies —

(a) Service rendered to a Native State, and continued to the British Government on the lapse or annexation of the State, when old age or infirmity renders the officer a fit object for pension

(b) Service in the establishment employed in the Khelat territory for the assessment and collection of water rate on lands watered by the Sind Canal which was paid in part by the Khan of Khelat prior to the levy of a local cess to meet the charge

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Section III —Second Condition

General Principles

368 Service does not qualify unless the officer holds a substantive office on a permanent establishment, but, upon such conditions as it may think fit in each case to impose, ~~the~~ Local Government ~~of India~~ may allow temporary service to count for pension, if the pension does not exceed ten rupees a month

369 An establishment, the duties of which are not continuous, but are limited to certain fixed periods in each year, is not a temporary establishment Service in such an establishment, including the period during which the establishment is not employed, qualifies, but the concession of counting as service the period during which the establishment is not employed does not apply to an officer who was not on actual duty when the establishment was discharged, after completion of its work, or to an officer who was not on actual duty on the first day on which the establishment was again re employed

370 An officer transferred from a temporary to a permanent appointment can count his service in the temporary office, if, though at first created experimentally or temporarily, it eventually becomes permanent.

371 An officer without a substantive appointment officiating in an office which is vacant or the permanent incumbent of which does not draw any part of the pay or count service may, if he is confirmed without interruption in his service, count his officiating service

Apprentices and Probationers

372 Service as an apprentice does not qualify, except in the following cases —

Engineer or Examiner Apprentices } in the Public Works and Railway Departments
Qualified students of the Thomason College under practical training } in the Public Works and Railway Departments
Assistant Superintendent Apprentices in the Indian Telegraph Department.

373 The service of a probationer who holds a substantive office and draws substantive pay qualifies So does that of an officer who is on probation for a substantive office if he is employed in a vacancy reserved for him, pending probation, and in which no other officer simultaneously counts service

374 Police probationers and temporary and officiating Assistant Superintendents of Police in all Provinces count their service as follows —

(1) If recruited in England—from the date on which they report their arrival in India

(2) If recruited in India under the orders in Secretary of State's despatch No 14, dated the 15th March 1894—from the date of assuming charge of their appointments.

(3) If recruited in India before the date of the orders of 1894 mentioned in (2) above—from the date either of attaining the age of 20 years or of assuming charge of their appointments, whichever is later, provided that the service has been continuous

375 The service of

(1) Probationary, officiating and temporary Deputy Magistrate-Collectors and sub *pro tem* Sub Deputy Collectors in Bengal and Eastern Bengal and Assam

Page 99 Article 375

Insert the following as Note 1 under this Article, renumbering the existing Notes 1 and 2 as 2 and 3 —

NOTE 1 —[The above conditions do not apply to Deputy Collectors and Sub Deputy Collectors who began service in the Settlement Department on a temporary foot[illegible]

[illegible] No 19 [illegible] 1910)

(a) two years continuous probationary or officiating [illegible] have been rendered

(b) departmental examinations have been fully passed, and

(c) The age of twenty years has been attained

[illegible]

Collector]

Permanent Officer deputed

376 An officer on a permanent establishment detached on temporary duty on the understanding that when the temporary duty ceases he will return to the permanent establishment counts his detached service

377 The preceding Article permits the temporary suspension of the second condition of qualifying service which forms the subject of this Section it does not authorise any relaxation of the first condition (Section II) or the third condition (Section IV) and in particular must not be understood to countenance any modification of the rules in Part VII, which apply to an officer on Foreign Service

378 Service as Private Secretary to the Governor General a Governor or a Lieutenant Governor qualifies provided that the officer belonged, before his appointment as Private Secretary to the Civil Service of Government, whether the Indian Civil Service or not

Substantive office abolished

379 If the substantive office of an officer is abolished within the meaning of Article 426 but the officer is at the time, on special duty, or is on abolition of his office deputed on special duty his service on special duty qualifies but the duty must be *special*, mere employment in continuation of permanent employment in a temporary appointment which happens at the time to be vacant does not qualify

1 The service of an officer of the Marine Service continues to qualify when upon the abolition of his appointment he is retained on subsistence allowance or in an acting appointment.

Piece work

380 A Section writer or a Press servant who is paid for piece work, is treated as having held a substantive office if—

(i) he is employed not casually, but as a member of a fixed establishment and

(ii) during the last seventy two months of his actual employment he has been attached to one office uninterruptedly for twenty four months or it has not been through his own choice or misconduct that he has not been so attached

Surveys and Settlements

381 (a) The service of an officer not merely temporarily engaged in the undermentioned Settlement and Survey Departments which are (or were) on a *quasi* permanent footing qualifies —

The Settlement Departments in Madras Burma and the Punjab The Revenue Survey Departments in Bengal Madras and Bombay The establishments of the Inam Commissioners of Madras and Bombay The Alienation Settlement Department in Bombay The Malabar Escheat Establishment, Madras.

(*b*) Except in the regular Departments and to the extent above specified, Settlement and Survey service does not count unless it is followed, without interruption, by qualifying Service Settlement Service followed, without interruption, by pensionable service paid from a Patwari Fund also qualifies

NOTE 1—[From the dates mentioned the following posts have been declared to be on a *quasi* permanent footing —

(*a*) In a Settlement Office in the United Provinces from 1st October 1899—

Head and Second Clerk	Settlement Officer s Reader
Sadr Munsarim	Nazir and Record keeper

Superintendent (pay [illegible])

Service in these posts qualifies from the dates mentioned or from any previous date from which the incumbents on 1st October 1899 or 1st September 1904 (as the case may be) may have been serving substantively and without interruption in one or other of them.]

NOTE 2—[Continuous service as Inspector Surveyor Holding Marker, Draughtsman, Computor and *Clerk belonging to Spec al and Revision Survey parties in Burma qualifies*]

382 Deputy Collectors and similar gazetted officers when not especially employed for temporary work, are not affected by the preceding article, as they count service independently of the particular department to which they happen for the time to be attached

Exception

383 A Medical Officer in charge of a Government vessel may count his service afloat, if he is transferred without interruption of his service, to the Civil Medical Service

384 Officers transferred from the Extra or Contingent List of the Customs Preventive Service in Burma or in Calcutta count their service on that list, provided the Collector declares that the transfer is made on the ground of good service rendered

Section IV.—Third Condition

Collector]

Permanent Officer deputed

376 An officer on a permanent establishment detached on temporary duty, on the understanding that, when the temporary duty ceases, he will return to the permanent establishment, counts his detached service

377 The preceding Article permits the temporary suspension of the second condition of qualifying service which forms the subject of this Section, it does not authorise any relaxation of the first condition (Section II), or the third condition (Section IV) and, in particular, must not be understood to countenance any modification of the rules in Part VII, which apply to an officer on Foreign Service

378 Service as Private Secretary to the Governor General a Governor or a Lieutenant Governor, qualifies, provided that the officer belonged, before his appointment as Private Secretary, to the Civil Service of Government, whether the Indian Civil Service or not

Substantive office abolished

379 If the substantive office of an officer is abolished within the meaning of Article 426, but the officer is, at the time, on special duty, or is, on abolition of his office, deputed on special duty, his service on special duty qualifies, but the duty must be *special*, mere employment in continuation of permanent employment, in a temporary appointment which happens at the time to be vacant, does not qualify

1 The service of an officer of the Marine Service continues to qualify when upon the abolition of his appointment he is retained on subsistence allowance or in an acting appointment

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NOTE 1 —[From the dates mentioned, the following posts have been declared to be on a *quasi permanent footing* —

(a) In a Settlement Office in the United Provinces from 1st October 1899—

Head and Second Clerk	Settlement Officer s Reader
Sadr Munsarim	Nazir and Record keeper

(b) In the Settlement Establishment in Baluchistan from 1st September 1904—

NOTE 2 —[Continuous service as Inspector, Surveyor Holding Marker, Draughtsman, Computor and Clerk belonging to Special and Revision Survey parties in Burma qualifies]

382 *Deputy Collectors and similar gazetted officers,* when not especially employed for temporary work, are not affected by the preceding article, as they count service independently of the particular department to which they happen for the time to be attached

Exception

383 A Medical Officer in charge of a Government vessel may count his service afloat, if he is transferred without interruption of his service, to the Civil Medical Service

384 Officers transferred from the Extra or Contingent List of the Customs Preventive Service in Burma or in Calcutta count their service on that list, provided the Collector declares that the transfer is made on the ground of good service rendered

Section IV —Third Condition.

Sources of Remuneration

385 Service which satisfies the conditions prescribed in Sections II and III qualifies, or does not qualify, according to the source from which it is paid with reference to this Article, service is classified as follows —

(a) Paid from the General Revenues
(b) Paid from Local Funds
(c) Paid from Funds in respect to which the Government holds the position of Trustee
(d) Paid by *Fees levied by law, or under the authority of the Government* or by Commission
(e) Paid by the Grant, in accordance with law or custom, of a tenure in land, or of any source of income, or right to collect money.

General Revenues

386 Service paid from the General Revenues qualifies The fact that arrangements are made for the recovery, on the part of the Government, of the whole, or part of the cost of an establishment or officer, does not affect the operation of this principle Provided that the establishment or officer is appointed, controlled, and paid by the Government

(b) The establ shment of the Hughli College and Collegiate schools while the cost thereof was borne by the Mohsin Trust Fund and also that of the Elphinstone College and H gh ... a por

ystem
The

n part
by local subscr ptions

(e) Certain Customs establishments in Bombay the cost of which is paid for by private companies

(f) When Police officers are entertained at the cost of individuals and corporate bod es an additional charge of one sixth of the pay of officers whose pay is not less than Rs 100

General

(h) The office *establishment of the Health Officer of the Port of Bombay* and the crew of the boat placed at the disposal of that officer a port on of whose pay is paid by the Bombay Port Trust.

(i) Certain additions to the Government establishments in the Bombay Presidency *e g* the Accountant General, Comm ssioners Surgeon General Bombay Surgeon Colonel in Sind Inspectors of Schools etc the cost of which is met from the General (Provincial) Revenues which are recouped by recoveries from the several Local Funds concerned.

387 The service of members of office establishments in the Railway Police in Bombay, who are wholly paid by the Railway Companies qualifies

388 Service which was paid wholly or partly from the Revenues of Berar before 1st October 1902 qualifies for pension from General Revenues

389 (a) In the case of officers who having no status in the service of the Brit sh Government apart from their particular employment in Mysore, were employed in Mysore and transferred to the British service proper before 1st October 1882 the pensions granted are charged according to the Rule of Proportions

(b) Pensions for service in Mysore prior to 1st October 1882 of officers who had a status in the service of the British Government apart from their particular employment in Mysore are paid wholly from British Revenues

Local Funds and Trust Funds

390 Service paid from a Local Fund qualifies or does not qualify according to the rules laid down in Chapter XLII

PART IV

391. Service paid from Funds which Government hold only as a Trustee, such as under a Court of Wards or in an Attached Estate, does not qualify.

Fees and Commission

392. Except when fees or commission are drawn in addition to pay from the General Revenues, service in an office paid only by fees, whether levied by law or under the authority of Government, or by a commission, does not qualify

1 Service as Administrator General at Madras or as Official Assignee, does not qualify, [illegible] s supple-

[illegible] Burma,
[illegible] r Article
350

Tenures in Land, etc.

393 Service paid by the grant, in accordance with law or custom, of a tenure in land, or of any other source of income, or right to collect money, does not qualify

394 As an exception to the preceding Article, Watandars (hereditary District Officers) and their deputies in the Kaira Collectorate and in the following talukas of the Panch Mahals, namely —Godhra, Kalol and Dohad, and the Petás of Hálol and Jhalod, if transferred to qualifying service, count their previous service

Section V.—Distinction between Superior and Inferior Service.

395. Qualifying service is divided into SUPERIOR and INFERIOR.

396. Service on pay not exceeding Rs 10, and service in any office which has been graded as inferior by the rule or practice of the Local Government, is Inferior service All other service is Superior service.

(Appendix 7-A contains a list of appointments specially classed as Superior and Inferior)

397 —*Cancelled*

Service partly Inferior and partly Superior.

398 An officer whose service has been for some time Inferior and for some time Superior may either count—

(*a*) the whole as Inferior towards pension or gratuity on the Inferior scale, or

(*b*) the Superior portion towards pension or gratuity on the Superior scale, and the Inferior portion towards gratuity on the Inferior scale

[illegible]

when last in Superior service, and the gratuity on the Inferior scale upon the pay which he drew when last in Inferior service, provided that the total gratuity or gratuity *plus* pension granted under this clause shall not exceed what would have been admissible, if the whole service had been Superior

If an officer has been reduced from the Superior to the Inferior class for misconduct, he cannot have the benefit of this Article without the special permission of the Local Government

399 The claims of an officer, promoted from an Inferior to a Superior grade as a reward for meritorious service, will be specially considered by the Government of India This rule is to be strictly interpreted, and a claim under it can be founded only on exceptional promotion made out of the ordinary course

Exceptional Cases

400 If an officer holds two or more offices, each of which is Inferior by reason of its pay not exceeding Rs 10, he cannot count service as Superior, on the ground that his aggregate pay exceeds Rs 10 unless the offices were arranged and their pay determined with the intention that they should be held by one individual

401 The service of a postman or village postman, whatever his pay, is Superior service

402 (*a*) When the regular duties of an officer whose pay exceeds Rs 10, but who bears an Inferior designation are really such as are ordinarily performed by a Superior servant, his claim to pension should be specially referred to the Local Government

NOTE.—[It is not intended by this Article that an Inferior servant should count service as Superior in virtue of his voluntarily assisting in Superior work. It provides for the case of a person who is *engaged and under due authority to do Superior work* though with an Inferior designation.]

(*b*) On the other hand an officer whose real duties are those of an Inferior servant, even though his pay exceeds Rs 10 is not entitled to pension on the Superior scale merely because he draws pay under a Superior designation

Examples—Accountants in the Province of Agra who served under the designation of 'Potdars. A Lithographic Pressman designated as a Copying Clerk.

Chapter XVII.—Rules for Reckoning Service

Section I.—Special Additions

Special Appointments

403 Subject to the restriction specified against the first four offices, [illegible]

(but not for any other class of pension) the number of completed years by which his age may at the time of appointment have exceeded 25 years, subject to the

Page 104. Article 403.

Substitute the following for the list of offices enumerated

No. 334.

Page 105. Article 403.

Insert the following Exception at the end of this Article :—

Exception —Subsequent promotion to an appointment which is not one of the offices enumerated in this Article, but is of similar nature and carries not less pay, does not deprive an officer of the concession prescribed above, provided that he has, when so promoted, completed not less than five years' qualifying service in one of the offices enumerated in this Article

(5th Edition, No. 334, dated the 1st December 1913)

at

... Superintendent of the Government Museum and Principal Librarian of the Connemara Public Library, Madras

(5th Edition No 64 dated 1-12-10)

to an officer, not being a Native of Asia, whose qualifying service began after 25 years of age, and whose service for which pension is claimed amounts to not less than ten years, and has been passed wholly in one or other of the following offices three years shall be added to the qualifying service —

1 Directors of Public Instruction
2 Inspectors of Schools
3 Principals and Professors of Colleges
4 Head Masters of Colleges and High Schools

NOTE —[The extra years conceded under this Article count towards the limit of 28 years qualifying service prescribed in Article 475, in the case of the officers mentioned in the latter rule or to whom its provisions may be specially extended]

405 —*Omitted.*

406 —*Omitted.*

Section II.—Periods of Leave.

Superior Service

407. Except as provided in Article 408 time passed on leave other than Privilege leave or Subsidiary leave does not count as Superior service Time passed on leave subsidiary to Leave on Medical Certificate by an officer subject to the Indian Service Leave Rules, who has twice before ... Certificate out of India, does not count ...

408 Time passed ...

f the total ...

Page 150 Article 408.

Substitute the following for Note 3 under this Article :—

NOTE 3 —[For the purposes of this Article, Ceylon and the Straits Settlements, are not held to be "out of India"]

(5th Edition No 217, dated 2 11 1911)

... officer may not ... than four years leave in thirty years' service. ... amount of leave both in and out of India which may be counted is that shown in column 2]

NOTE 2 —[Total service in this Article means total service reckoning from the date of commencement of service qualifying for pension and includes periods of leave.]

NOTE 3 —[For the purposes of this Article, Ceylon is not held to be "out of India"]

PART II

Page 106 Article 409

Substitute the following for this Article —

409 Time passed on departmental or Recess leave by the following officers on half pay, or in the case of the Survey of India on less than half pay or without pay, provided the officers return to duty when required by their superior officers counts —

Subordinates of the Survey of India whose service is Superior, Lower Subordinates of the Forest Survey and Forest Subordinates employed in the tracts mentioned in Article 295 (ii)

NOTE —[Departmental or Recess leave granted to Tindals and others under clause ( ) of Article 295 is treated as service qualifying for pension though it exceeds the amount admissible under Chapter XIV]

(5th Edition No 190, dated 1-9 11)

... as Deputy Magistracies counts —(*See Article* 285)

411 A Local Government may at its discretion decide, in the case of an officer (including a person in training for, but not actually appointed to Government service) who is selected to undergo a course of training at any school college or other institution, whether the time spent in training shall count as service qualifying for pension

Deputation out of India

412 When an officer is deputed out of India on duty the whole period of his absence from India counts When an officer on leave out of India is employed or is detained after the termination of his leave on duty the period of such *employment or detention counts*

Recall to Duty

413 Time spent on the voyage to India by an officer who is recalled to duty before the expiry of any recognised leave out of India counts provided his return to duty is compulsory (see Article 109)

Inferior Service

414 An Inferior servant counts leave with and without allowances not exceeding in the aggregate that which might be given with allowances under the rules in Chapters XII and XIV

415 —*Cancelled*

Section III —Suspensions, Resignations, Breaks, and Deficiencies in Service

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Periods of Suspension

416 Time passed under suspension pending enquiry into conduct counts, if the suspension is immediately followed by reinstatement but time passed under suspension adjudged as a specific penalty does not count

417 If an officer who has been suspended pending enquiry into his conduct is reinstated but with forfeiture of any part of his allowances for the

period of suspension
tion of the Head
officer expressly dec

Resignations and Dismissals

418 (*a*) Resignation of the public service, or removal from it for misconduct, insolvency, inefficiency not due to age, or failure to pass a prescribed examination entails forfeiture of past service

(*b*) Resignation of an appointment to take up another appointment, service in which counts is not a resignation of the public service

419 Any authority who, on revision or appeal, reverses an order dismissing an officer, may declare that the officer's past service counts

Interruptions

420 An interruption in the service of an officer entails forfeiture of his past service, except in the following cases —

(*a*) Authorised leave of absence

(*b*) Unauthorised absence in continuation of authorised leave of absence so long as the office of the absentee is not substantively filled, if his office is substantively filled, the past service of the absentee is forfeited Provided that, if the absentee is subsequently reinstated, the authority whose duty it is to make the appointment, within three months or the Local Government within one year, from the end of the authorised leave of absence, may declare, in an order to be communicated to the Audit Officer, that his previous service, or any part of it, shall not be forfeited

(*c*) Suspension *immediately followed by reinstatement*, which need not be to the same office

(*d*) Abolition of office or loss of appointment owing to reduction of establishment

(*e*) Transfer to non qualifying service in an establishment under Government control The transfer must be made by competent authority, an officer who voluntarily resigns qualifying service cannot claim the benefit of this exception Transfer to a grant in aid school entails forfeiture [*But see Example* (*c*) *of Article* 386]

(*f*) *Transfer to service on the Household establishment of the Viceroy*

(*g*) Time occupied in transit from one appointment to another, provided that the officer is transferred under the orders of competent authority, or if he is a non gazetted officer, with the consent of the head of his old office

421 The authority who sanctions the pension may commute retrospectively periods of absence without leave into leave without allowances

Condonation of Interruptions and Deficiencies

422 Upon such conditions as it may think fit, in each case, to impose—

(1) The Government of India may condone all interruptions in service not exceeding twelve months in all, and the Local Government may condone all interruptions not exceeding three months in all.

Page 106 Article 409

Substitute the following for this Article —

409 Time passed on departmental or Recess leave by the following officers on half pay, or in the case of the Survey of India, on less than half pay or without pay, provided the officers return to duty when required by their superior officers, counts —

Subordinates of the Survey of India whose service is Superior, Lower Subordinates of the Forest Survey and Forest Subordinates employed in the tracts mentioned in Article 295 (ii)

NOTE —[Departmental or Recess leave granted to Tindals and others under clause (iii) of Article 295, is treated as service qualifying for pension, though it exceeds the amount admissible under Chapter XIV]

(5th Edit on No 190 dated 1-9-11)

... as Deputy Magistracies counts —(*See Article* 285)

411 A Local Government may at its discretion decide, in the case of an officer (including a person in training *for, but not* actually appointed to, ... d to undergo a course of training at any ... whether the time spent in training shall ... ion

Deputation out of India

412 When an officer is deputed out of India on duty the whole period of his absence from India counts When an officer on leave out of India is employed, or is detained after the termination of his leave, on duty, the period of such employment or detention counts

Recall to Duty

413 Time spent on the voyage to India by an officer who is recalled to duty before the expiry of any recognised leave out of India counts, provided his return to duty is compulsory (see Article 109)

Inferior Service

414 An Inferior servant counts leave with and without allowances not exceeding in the aggregate that which might be given with allowances under the rules in Chapters XII and XIV

415 —*Cancelled*

Section III —Suspensions, Resignations, Breaks, and Deficiencies in Service.

Periods of Suspension

416 Time passed under suspension pending enquiry into conduct counts, if the suspension is immediately followed by reinstatement, but time passed under suspension adjudged as a specific penalty does not count

417 If an officer, who has been suspended, pending enquiry into his conduct, is reinstated, but with forfeiture of any part of his allowances for the

(*b*) Invalid pensions (see Section III)

(*c*) Superannuation pensions (see Section IV)

(*d*) Retiring pensions (see Section V)

425 Pensions for "Inferior service" are regulated by Articles 481 to 485.

Section II —Compensation Pension.

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426 A compensation pension is awarded to an officer discharged ([1]) from the public service because, on a reduction of establishment, his appointment is abolished and other suitable employment cannot be found for him An appointment, the pay of which is reduced as part of a general scheme of revision, is abolished within the meaning of this Article But in such case it may sometimes be cheaper to grant a personal allowance than a pension

procedure was proper

' The Governor General in Council considers that your act on was quite right and that

10th September 1879)]

427 To pension an officer still capable of useful service is a waste of public

impossible to provide suitable employment for the applicant

Selection for Discharge

428 The selection of the officers to be discharged upon the reduction of an establishment should *prima facie* be so made that the least charge for Compensation pension will be incurred

...er qualified
...rticle 426,
...ulars of the
... mpensation
, otherwise

it may perhaps be better to postpone the reduction of establishment or abolition of appointment —(*See orders printed as Appendix* 8)

NOTE.—[The relaxation of the condition laid down in this Article requires the sanction of the Government of Ind a]

PART IV

Restrictions

430 A Deputy Collector, Munsiff or similar officer who belongs to the public service, apart from his particular local appointments cannot obtain a Compensation pension on the abolition of a particular appointment

431 No pension is admissible to an officer for the loss of an appointment on discharge after the completion of a specified term of service

432 No pension may be awarded for the loss of a local allowance

433 Schoolmasters or other officers who, in addition to their other duties, are employed in any capacity in the Postal Department, are not entitled to Compensation pension on being relieved of such duties

Special Cases

434 If it is necessary to discharge an officer in consequence of a change in the nature of the duties of his office, the case should be referred to the Local Government, who will deal with it in accordance with the rules laid down in this Section as to notice of discharge and compensation pension or gratuity

435 If of two appointments held by one officer only one is abolished and it is desired to give him an immediate pension in respect of the abolished post, the case should be specially referred for the orders of the Government of India

Notice of Discharge

436 Reasonable notice should be given to an officer in permanent employ before his services are dispensed with on the abolition of his office If in any case, notice of at least three months is not given, and the officer has not been provided with other employment on the date on which his services are dispensed with, then, with the sanction of the Local Government, a gratuity not exceeding his emoluments for the period by which the notice actually given to him falls short of three months, may be paid to him, in addition to the pension to which he may be entitled under Articles 474 to 481, but the pension shall not be payable for the period in respect of which he receives a gratuity in lieu of notice The responsible officer will, however, be required to explain any neglect on his part which may give rise to expenditure for such a gratuity.

1 The gratuity prescribed in this Article is not granted as compensation for lost [illegible]

any gratuity [illegible]

[illegible] not been given him]

PART IV.

Offer of Re employment

437 An officer discharged with a Compensation pension may not, without surrendering his pension refuse to accept any appointment which the Local Government thinks fit within six months from the date of his discharge, to offer to him The salary of such new appointments must not however, be less than enough to raise his total receipts under the operation of Article 514, to the amount which he received as salary immediately before his discharge, nor should the new appointment be such as the officer cannot reasonably and equit ably be expected to accept

438 The rule in Articles 511 and 512, requiring the refund of a Compen sation gratuity on re employment, applies to a gratuity awarded under Article 436, if the officer is permanently re employed within three months from the date of notice But the officer need not refund that proportion of his gratuity under *this rule which the interval of his non employment bears to the whole* period for which the gratuity is given If the officer is re employed only temporarily, he need refund no part of his gratuity , but if such temporary em ployment is foreseen the gratuity should be proportionately reduced

439 Article 437 applies also to the case of an officer entitled to Compensa. tion pension, who upon the abolition of his own appointment, is transferred by competent authority to another appointment To such an officer a Com pensation pension may be simultaneously awarded subject always to the limi- tation prescribed by Article 514

Acceptance of new Appointment

440 If an officer who is entitled to Compensation pension accepts instead another appointment in the public service, and subsequently becomes again *entitled to receive a pension of any class the amount of such pension shall not* be less than he could have claimed if he had not accepted the appointment

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Section III.—Invalid Pension

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441 An Inval d *pension is awarded* on his retirement from the public ser- vice, to an officer who by bodily or mental infirmity is permanently incapaci tated for the public service, or for the particular branch of it to which he belongs

Rules regarding Medical Ce[illegible]

[illegible] ld or up- [illegible] the head [illegible] incapaci- ty for service must be established by [illegible] lows —

(a) If the officer submitting it [illegible] Medical Board at the India Office

(b) If he is serving at or near [illegible] rovince—by the Ad- ministrative Medical Officer of tl[illegible] Medical Committee over

PART IV

which the Administrative Medical Officer should when practicable preside

(c) If he is an officer in Superior service and is serving in the interior of the country under such circumstances that in the opinion of the authority who sanctions the pension he can be conveniently required to appear before a Medical Invaliding Committee—by such Committee

(d) In other cases the authority who sanctions the pension may either accept a certificate given by a single Commissioned Medical Officer or Medical Officer in charge of a civil station or assemble a special Invaliding Committee at a convenient civil station

(e) If the pension applied for exceeds Rs 100 a month a certificate by a single Medical Officer should not be accepted as sufficient if it is possible without undue inconvenience to assemble an Invaliding Committee or to cause the applicant to appear before the Director General Indian Medical Department or the Standing Medical Committee at the Presidency

(f) Except in the case of an officer on leave in England no medical certificate of incapacity for service may be granted unless the applicant produces a letter to show that the head of his office or department is aware of his intention to appear before the Medical Officer The Medical Officer shall also be supplied by the head of the office or department in which the applicant is employed with a statement of what appears from official records to be the applicant s age Where the applicant has a service book the age there recorded should be reported

443 (a) A succinct statement of the medical case and of the treatment adopted should if possible be appended

(b) If the Examining Medical Officer although unable to discover any specific disease in the officer considers him incapacitated for further service by general debility while still under the age of fifty five years he should give detailed reasons for his opinion and if possible a second medical opinion should always in such a case be obtained

(c) In a case of this kind special explanation will be expected from the head of the office or department of the grounds on which it is proposed to invalid the officer

444 A simple certificate that inefficiency is due to old age or natural decay from advancing years is not sufficient in the case of an officer whose recorded age is less than fifty five years but a Medical Officer is at liberty when certifying that the officer is incapacitated for further service by general debility to state his reasons for believing the age to be understated An officer s pension should not be reduced under Article 478 (a) on the ground of such a belief having been expressed unless it is clearly shown by the medical and other evidence that the age has been intentionally understated —[*See clauses* (b) *and* (c) *of the preceding Article*]

Form of Medical Certificate in England

445 The form of the medical certificate given by the Medical Board attached to the India Office respecting an officer applying for pension in England is as follows —

We have carefully examined Mr

Taking into account all the facts of the case as well as his present

condition we consider that he is incapable of discharging the duties of his situation, and that such incapability is likely to be permanent We therefore recommend that he be permitted to retire from the service of Government on the pension or gratuity for which he may be eligible ''

446 If any doubt arises regarding the validity of a certificate by the Medical Board attached to the India Office, the Audit Officer must not of his own motion reject the certificate as invalid, but must submit the matter for the decision of the Local Government

Form of Medical Certificate in India

447 (a) The form of the certificate to be given respecting an officer applying for pension in India is as follows —

> Certified that I (we) have carefully examined *A B*, son of *C D*, a ———— in the ———— ——— His age is by his own statement ———— years, and by appearance about———years I (we) consider *A B* to be completely and permanently incapacitated for further service of any kind [or in the Department to which he belongs] in consequence of (*here state disease or cause*) His incapacity does not appear to me (us) to have been caused by irregular or intemperate habits

NOTE —[If the incapacity is obviously the result of intemperance substitute for the last sentence ' In my (our) opinion his incapacity is the result of irregular or intemperate habits]

> (*If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made*) I am (we are) of opinion that *A B* is fit for further service of a less laborious character than that which he has been doing [or may, after resting for ——— months, be fit for further service of a less laborious character than that which he has been doing]

(b) The object of the alternative certificate (of partial incapacity) is that an officer should if possible, be employed even on lower pay, so that the expense of pensioning him may be avoided If there be no means of employing him even on lower pay, then he may be admitted to pension , but it should be considered whether, in view of his capacity for partially earning a living, it is necessary to grant to him the full pension admissible under rule The principle of Article 427 must always be carefully borne in mind

Signallers in the Telegraph Department.

448 (a) In the case of Signallers in the Indian and Indo European Telegraph Departments, the medical certificate prescribed by Article 447 may, if it is found after medical examination that it cannot be granted, be dispensed with in special cases when inefficiency is not the result of misconduct, and instead of it two certificates—

(i) one in form A signed by two superior officers of the Telegraph Department, and

(ii) the other in form B signed by the Director General of Telegraphs —may be substituted

FORM A "We certify that, after a perusal of the records of *A B*'s service and of the report of his immediate superior during the last twelve months of his service, we are satisfied that he is permanently incapacitated for the duties of a Signaller in the Telegraph Department"

FORM B "After a careful consideration of *A B*'s case I concur with Messrs *C* and *D* in thinking that he is permanently incapacitated for the duties of a signaller in the Telegraph Department and accordingly recommend that he may be permitted to retire on the pension or gratuity for which he may be found eligible"

(*b*) The practice enjoined in Articles 447 (*b*) and 453 of re employing pensioners should be carefully followed as far as practicable in these cases

(*c*) Officers permitted to retire under this Article may be granted a pension or gratuity of only four fifths of the amount that would be admissible for a man permanently unfit for any duty

NOTE —[This Article applies only to men who are Signallers including in that term Telegraph Masters who are members of the signalling staff when they retire]

Special Precautions in the Police

449 District Superintendents of Police should be on their guard against endeavours to retire on Invalid pension by officers who are capable of serving longer

450 Medical Officers should confine themselves to recommending leave to such policemen as are not likely to benefit by a further stay in hospital, and should not certify that a policeman is incapacitated for further service unless they are officially requested to report upon his incapacity for further service

451 Medical Officers should be specially searching in their examination of the physical unfitness of every applicant for pension, and whenever the number of applicants for pensions is large, the examination should, if possible be conducted by two Medical Officers

Restrictions

452 An officer discharged on other grounds has no claim under Article 441, even although he can produce medical evidence of incapacity for service

453 Article 427 applies, *mutatis mutandis* in the case of an officer invalided under Article 441 as unfit for employment only in some particular branch of the public service Every effort should be made to find for such an officer other employment suited to his particular capacity

F¶7 454 If the incapacity is directly due to irregular or intemperate habits, no pension can be granted If it has not been directly caused by such habits but has been accelerated or aggravated by them, it will be for the authority by which the pension is grantable to decide what reduction should be made on this account

PART IV.

Applicant to be discharged

455 An officer who has submitted under Article 442 a medical certificate of incapacity for further service, must not (except for special reasons to be reported to the Local Government) be retained in active service pending a decision on his application for pension, nor can he obtain leave of absence except Subsidiary leave preparatory to retirement Without the further special sanction of the Local Government, service after the date of a medical certificate does not count for pension

456 The object of Article 455 is to discourage tentative applications, but an inferior servant (including in that term a Police officer whose pay does not exceed Rs 20) who, in the opinion of the head of his office, is fit for light work may be retained in employment till his pension is sanctioned, provided that his place is not filled up till he retires, and that his service counts only to the date of his medical certificate

457 Article 455 refers only to the retention in *active* service of an officer who has furnished a medical certificate in support of an application for Invalid pension or gratuity while in India The retirement of an officer who is absent on leave other than Privilege leave, when such certificate is submitted, may have effect from the termination of his leave, and the officer may continue to draw leave allowance to the end of his leave

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Section IV —Superannuation Pension

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458 A Superannuation pension is granted to an officer in superior service entitled or compelled by rule to retire at a particular age

No. 317.

Page 115, Article 459.

Add the following at the end of clause (b) of this Article .—

But no claim from an officer to compensation on account of the enforcement of the rule will be entertained

(5th Edition No 317 dated 9-11 12)

recorded

(c) Each such officer's case should be taken up when he is 55 years' old and before the expiry of each extension of service In every case the extension should be given for not more than one year at a time.

(d) An officer who has attained the age of 60 cannot be retained in the service of Government save in very exceptional circumstance, and with the sanction of the Local Government

PART IV.

460 An officer, who is compelled to retire under the preceding Article or who retires voluntarily under Article 461, and part of whose service has been Inferior, is entitled to pension on the same conditions as if he had been invalided under ~~Article 481 and~~

No. 15.

Page 116 Article 161

Substitute the words " Officers of the Imperial and Provincial Services of the Survey of India" for the words " Officers in the Survey of India, of not lower rank than Sub Assistant Superintendent" in lines 1 and 2 of this Article

(6th Edition No 15 dated 1 5-10)

462 —*Cancelled*

Procedure

463 With a view to the issue of necessary orders as to retention or otherwise of officers to whom Article 159 applies, the Audit Officer should on or about the 1st of September in each year, submit to the authorities concerned (*vide* Article 459 and Appendix No 1) a list of those who will attain the age of 55 or complete the term for which extension has been allowed, during the next official year

Optional Retirement at Fifty five

464 An officer in Superior service who has attained the age of 55 years may, at his option retire on a Superannuation pension

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Section V —Retiring Pension

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465 A Retiring pension is granted to an officer who voluntarily retires after completing qualifying Superior service for thirty years or such less time as may for any special class of officers be prescribed

466 —(*See Article 509 4*)

Combined Appointments

467 An officer holding two or more separate appointments may not, save with the express sanction of the Government of India in the Finance Department or if pensions are a Provincial charge of the Local Government, resign one or more of such appointments on a pension, without retiring from the public service altogether There is no objection to his being relieved from one or more of such appointments at any time without being compelled to

leave the service altogether, but in such case, any pension admissible to him for service in the office or offices from which he is relieved, will be deferred until he finally retires

Chapter XIX.—Amount of Pensions.

Section I.—General Rules.

468 The amount of pension that may be granted is determined by length of service as set forth in Articles 474 to 485 Fractions of a year are not taken into account in the calculation of any pension admissible to an officer under this part of these Regulations

Currency

469 A pension is fixed in rupees, and not in sterling money, even though it is to be paid in England

Award of Full Pension

470 (*a*) The full pension admissible under the rules is not to be given as a matter of course, or unless the service rendered has been really approved (*See Appendix* 9)

(*b*) If the service has not been thoroughly satisfactory, the authority sanctioning the pension should make such reduction in the amount as it thinks proper

Limitations

471 An officer entitled to pension may not take a gratuity instead of pension

NOTE —[See the note under Article 807]

472 In the case of an officer who has any service under the Imperial (British) Government, pension from Indian Revenues should not be fixed until it has been ascertained whether any pension is payable from Imperial funds in respect of the service under the British Government

473 An officer, not being a Military officer or a member of the Indian Civil Service, transferred to service under a Colonial Government, on final retirement from the Colonial service on pension or compensation allowance, receives, from Indian Revenues, for each completed year of qualifying and uninterrupted service in India, a pension of one sixtieth of his average emoluments at the time of his transfer, such average emoluments to be calculated for the last three years, or, if the whole service in India is less than three years, for the whole period of service The pension is subject to a maximum limit of Rs 2,000 a year for an Indian service not exceeding ten years and Rs 4,000 a year in any other case

NOTE —[The sanction of the Government of India is required to the transfer of an officer to any service of the description mentioned in this Article]

Section II.—Amount of Superior Pension.

474 The amount of a pension is regulated as follows —

(a) After a service of less than ten years, a gratuity not exceeding (except in special cases, and under the orders of the Government of India) one month's emoluments for each completed year of service If the emoluments of the officer have been reduced during the last three years of his service, otherwise than as a penalty, average emoluments may at the discretion of the Local Government, be substituted for emoluments

(b) After a service of not less than ten years a pension not exceeding the following amounts —

Years of completed service	Scale of pension	Maximum limit of pension	
		Rs	Rs
10	10 sixtieths of average emoluments	2 000 a year, or	166⅔ a month
11	11 " " "	2,200 "	183⅓ "
12	12 " " "	2 400 "	200 "
13	13 " " "	2 600 "	216⅔ "
14	14 " " "	2,800 "	233⅓ "
15	15 " " "	3 000 "	250 "
16	16 " " "	3,200 "	266⅔ "
17	17 " " "	3 400 "	283⅓ "
18	18 " " "	3 600 "	300 "
19	19 " " "	3 800 "	316⅔ "
20	20 " " "	4 000 "	33 ⅓ "
21	21 " " "	4 200 "	350 "
22	22 " " "	4 400 "	366⅔ "
23	23 " " "	4,600 "	383⅓ "
24	24 " " "	4,800 "	400 "
25 and above	30 " " "	5,000 "	416⅔ "

NOTE —[For the precise meaning of average emoluments, see Articles 486 and 487]

475 Officers holding any of the appointments enumerated below and belong ng to what was formerly termed the Uncovenanted Service, may be allowed by the Local Government an additional pension of Rs 1,000 a year, provided that they have rendered not less than three years of effective service (that is, service of the same nature as that which, under the provisions of Article 644, counts for the special pensions admissible under Article 642) in such appointment, and provided also that in each case during such service the officer has shown such special energy and efficiency as may be considered deserving of the concession In the case of officers entering Government service after the 31st December 1909, the grant of the additional pension is subject to the further condition that they must in the event of Voluntary retirement, have completed, twenty-eight years of qualifying service Voluntary retirement for the purpose of this rule should be taken as retirement under Articles 464 and 465

REGISTRATION DEPARTMENT —Inspectors General under Local Governments, but not under Chief Commissionerships.

POLICE DEPARTMENT —Inspectors General and Deputy Inspectors General under Local Governments and Administrations, and the Commissioners of Police, Calcutta, Madras, Rangoon and Bombay.

JAIL DEPARTMENT —Inspectors General under Local Governments, but not under Chief Commissionerships

PART IV.

EDUCATION DEPARTMENT —Directors of Public Instruction under Local Governments and Administrations

ACCOUNT DEPARTMENT (CIVIL)—

(*a*) Comptroller and Auditor General and Accountants General.

(*b*) In the case of officers of the Enrolled List who have elected the scale of pay sanctioned in the Secretary of State s despatch No 51 Financial, dated 11th May 1906—Appointments in class 1 of the List

(*c*) In the case of officers of the Enrolled List who have not elected the scale above referred to—Deputy Comptroller General, Deputy Auditors General, Comptroller, India Treasuries and Comptroller, Central Provinces

POSTAL DEPARTMENT —Director General of the Post Office, Deputy Director General of the Post Office, Postmaster General

AGRICULTURAL DEPARTMENT —Inspector General of Agriculture

FOREST DEPARTMENT —Inspector General of Forests, and Conservators

ARCHÆOLOGICAL DEPARTMENT —Director General

GEOLOGICAL SURVEY DEPARTMENT —Director

SURVEY DEPARTMENT —Surveyor General Deputy Surveyor General and Superintendents, 1st Grade

METEOROLOGICAL DEPARTMENT —Director General of Observatories

POLITICAL DEPARTMENT —Officers of the rank of Resident in the graded list of the Political Department

GENERAL ADMINISTRATION —Commissioners of Divisions

JUDICIAL DEPARTMENT —Divisional Judges of the first grade in Burma

CIVIL VETERINARY DEPARTMENT —Inspector General if he is a civil officer of the Department.

CRIMINAL INTELLIGENCE DEPARTMENT —Deputy Director of Criminal Intelligence

LAND REVENUE DEPARTMENT —Settlement Commissioner and Director of Land Records in Burma

IMPERIAL CUSTOMS DEPARTMENT —Collectors

PRINTING, STATIONERY AND STAMPS DEPARTMENT —Controller

NOTE —[See special addition to the form of certificate in Form No 26 (Pension)]

476 The following special scale of pension is admissible to officers appointed in England to the Forest and Geological Survey Departments —

(*a*) After a service of less than ten years an invalid gratuity on the scale laid down in Article 474 (*a*)

(*b*) After a service of not less than ten years, an invalid pension not exceeding the following amounts —

Years of completed service	Scale of pension.	Maximum limit of pension.	
		Rs	Rs.
10	20 sixtieths of average emoluments	1 000 a year or	83⅓ a month.
11	21 " " "	1 400 "	116⅔ "
12	22 " " "	1 800 "	150 "
13	23 " " "	2 200 "	183⅓ "
14	24 " " "	2 600 "	216⅔ "
15	25 " " "		
16	26		
17	27	3 000	250 "
18	28		
19	29		

(c) After a service of not less than twenty years, a retiring pension not exceeding the following amounts —

20 to 24	30 sixtieths of average emoluments	4 000 a year or 333⅓ a month.
25 and above		5 000 „ 416⅔ „

NOTE —[The rules in this Article do not apply to the following officers who have elected to remain under the rules in Articles 518 and 520 of the *Second Edition* of these Regulations —

Forest Department —Messrs T A Hauxwell and H S Ker Edie
Geological Survey Department —Messrs C. S Middlemiss and T H D LaTouche]

477 —*Cancelled*

Reduction in certain cases

478 (a) A Superannuation pension, or an Invalid pension granted on account of incapacity for further service due to old age or natural decay from advancing years shall, if the officer's qualifying service began after the 20th January 1871 and after he attained the age of 30 years, be reduced by one fortieth for every year or part of a year by which his age at the commencement of his qualifying service exceeded 30 years

NOTE 1 —[This rule may be relaxed by the Government of India in cases when the maximum pension admissible does not exceed Rs 100 a month or when though the maximum pension exceeds that amount the enhancement of pension involved does not exceed Rs 10 a month]

NOTE 2 —[Article 478 (a) is not applied in the case of an officer re employed after discharge

P $\left(\frac{70-X}{40}\right)$, where P is the full pension and X is the age at entry into service (and therefore greater than 30)]

NOTE 4 —[In the case of Jail officers who previous to joining the Jail Department, had served in the Army the limit of age for the purpose of this Article is 38 years]

NOTE 5 —[This Article does not apply to Port Officers in Madras to the Second Assist

are

tly

(b) Gratuities are not subject to any reduction and in the case of pensions the fixed limits are to be applied before, and not after, making the reduction

479 Clause (a) of the preceding Article applies also to the Superior pension of an officer promoted from Inferior to Superior service, if he entered the service of Government after he attained the age of 25 years

480 In the case of an officer whose qualifying service began after he attained the age of 30 years, the attention of the Examining Medical Officer should always be called to Article 478 (a) in order that he may adapt his certificate accordingly

Section III.—Amount of Inferior Pension.

481. For Inferior qualifying service, pension may, subject to the

No 245

Page 121 Article 481

Substitute the following for clause (b) of this Article —

(b) Compensation and Invalid pension After a serv ce of not less than 30 years at the following rates —

(1) ( ) Duftar es employed in the Secretar ats of ha G m f I D f

Department, Be gal who draws a fixed pay of Rs. 20 a mon h and (v) Sorters in the — Half pay not exceed ng Rs 10 a month

r 8 a month as their pay 1 o 20 on a the t me of retirement

(3) In all otl er cases — Half pay not exceeding

No 260

Page 121 Article 484

Cancel the exception to this Article

(5th Ed t on No 60 dated 1-4-1)

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483 An officer should not without urgent necessity be invalided when he has nearly completed thirty years service the Government cannot undertake to overlook a deficiency of service resulting from an officer being prematurely invalided The principle of this rule applies to all analogous cases

Dockyard and Military Artificers

484 A Dockyard or Military Artificer whose qualifying service on pay exceeding ten rupees excluding interruptions of and absence from duty of every kind amounts to not less than twenty five years may be granted a Compensation or Invalid pension not exceeding three fourths of the pension to which he would be entitled if his service on pay exceeding ten rupees were reckoned as Superior

Telegraph Messengers

485 A telegraph messenger paid on the task work system shall for the purposes of calculating pension or gratuity be regarded as if he drew a monthly salary equal to the highest rate of pay drawn by messengers paid on the consolidated pay system in the locality in which he is serving

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Section IV —Allowances reckoned for Pension

Emoluments and Average Emoluments

486 The term Emoluments ' when used in this Part of the

Regulations, means the emoluments which the officer was receiving immediately before his retirement and includes—

(a) Pay;
(b) Personal allowance; continues to reckon as part of "Emoluments" even when it is wholly or partly absorbed in acting allowance not so reckoning,
(c) Fees or commission, if they are the authorised emoluments of an appointment, and are *in addition* to pay. In this case "Emoluments" means the average earnings for the last six months of service,
(d) Charge allowance to Signallers in the Indian and Indo-European Telegraph Departments, and to Inspectors for line maintenance in the Persian Section, Indo European Telegraph Department,
(e) Commission in the case of a Thugyi in Lower Burma "Emoluments" in this case being held to mean the average of his monthly receipts in commission during the three years' actual service previous to retirement—but see example (3) under Article 489,
(f) Bullock Train allowance in the Post Office Department,
(g) Allowance attached to a Professorship or Lecturership in a Government Institution,
(h) Acting allowances of an officer without a substantive appointment if the acting service counts under Article 371, and allowances

Page 122, Article 486—

In the first line of rule 1 under this Article substitute, for the words "In the case of Section-writers and Press servants, whose" the words "in the case of Section-writers whose service has been allowed to count for pension under special orders of the Government of India, and of Press servants whose"

(5th Edition No 319, dated 10-5-13)

upon the last three years of service

being included

3 Excepting as provided in rules 1 and 2, only emoluments actually received can be included in the calculation For example, when an officer is allowed to count time retrospectively towards increase of pay, but does not receive retrospectively the intermediate periodical increments, these intermediate increments are not reckoned in the calculations

Municipal Police

495 (*a*) If the Police of a town are wholly supported by, and under the control of, a Municipality, the Government has no concern with their pensions

(*b*) But if the Government, being interested in the efficiency of a Police Force, paid, wholly or partly, by a Municipality, the Calcutta Port Trust, or from Cantonment Funds, or from the General Revenues subsidised by a contribution from a Municipality, the Calcutta Port Trust, or from Canton ment Funds, undertakes the organisation and control of the Force, as connected with and auxiliary to the Civil Constabulary, service in such a Force qualifies The contributions of Municipalities, the Calcutta Port Trust, or of Cantonment Funds towards the cost of the pensions of such Forces are, for the present, undetermined

496 The Police Force in the Presidency towns of Calcutta, Madras, and Bombay, and in the Municipalities in Lower Bengal, come under clause (*b*) of the preceding Article

497 —*Omitted*

Railway Police

498 The service of members of the Railway Police, appointed and con trolled by Government, qualifies, though they may be either wholly o partly paid by the Railway Companies

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Section II.—Qualifying Service

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499 Service in any of the Police Forces mentioned in Article 494, afte the establishment of a Superannuation Fund in the Force, qualifies

NOTE 1 —[The Superannuation Funds were Funds to which, with the exception of certai soldiers of the Sikh Darbar and members of the Oudh Military Police, Police officers whos pay did not exceed Rs. 20 were obliged to contribute In return for these contributions, the became entitled to pensions according to the rules of the several Funds

Officers whose pay exceeded Rs 20 did not contribute, as they came under the operatio

(b) If he was enlisted or re enlisted on or after the 19th July 1871, by Scale B

(c) The pension of an officer enlisted in the Calcutta or Suburban Police Force on or after 27th December 1905 is regulated by Scale B The pension of an officer who was enlisted before 27th December 1905 and subscribed to the Police Superannuation Fund, and whose pay at the date of discharge does not exceed Rs 20 is, on his being invalided, regulated by Scale A, provided he pays up his subscriptions from the 27th December 1905 to the date of his retirement Failing such payments his pension or gratuity is regulated by Scale B

Officers on pay exceeding Rs 20

506 The pension admissible to an officer whose pay at date of discharge or resignation exceeds twenty rupees, is determined by the rules which apply to ordinary service, except that service rendered after the completion of twenty years of age, and declared by this Chapter to be qualifying, is treated as Superior service, and that the benefit of Article 502 is not withdrawn from a Police officer by reason of his being promoted to pay exceeding twenty rupees a month

1 When a Police officer by promotion to a pay exceeding twenty rupees loses any benefit as to pension which he would have enjoyed had his pay remained unchanged, his pension may be regulated as if he had not received the promotion

2 Men of the Bombay City Police count as Superior their service in the Force in Inferior grades before the establishment of the Superannuation Fund

Previous Inferior Service

507 If part of an officer's continuous service qualifies for pension under the general rules, but does not qualify under the rules in this Chapter he may elect to receive, in lieu of the pension admissible under this Chapter, such pension as is admissible to him under Articles 398 and 481 to 483 for the whole of his service, both Inferior and Superior (see Article 460)

508 An officer who, under Article 505, has elected to abide by Scale B will, if he takes gratuity under the preceding Article, obtain, in lieu of the scale prescribed in Article 481, one month's pay for every complete two years of service, but not more than twelve months' pay in all

Calculation of Pension

509 Except in the case of officers of the Town Police of Calcutta, and of officers of the Town Police of Bombay who were in the Force before the 1st April 1886 (Article 504), pension is to be calculated upon the net pay, i e, the pay actually received by the officer, and not upon the gross pay, i e, the pay from which were deducted the subscriptions to the Superannuation Funds [*see concluding sentence of Note* (1) *to Article* 499] But this rule shall not unless he be either promoted to higher pay or degraded for misconduct to lower pay, be applied to any officer who, on the 19th July 1871, was entitled, by the rules of the Superannuation Fund, to have his pension calculated on his gross pay

Chapter XXI.—Re-employment of Pensioners.

Section I—General.

509 A No officer, Civil or Military, may retire with the view of being re employed and drawing pension in addition to pay, whether in the general service or in the service of any Local Fund

510 When a person who was formerly in Government employ either Civil or Military, is re employed whether temporarily or permanently in Government service or in the service of a Local Fund, it shall be incumbent on him to declare the amount of any gratuity, bonus or pension received by him on retirement The authority re appointing him shall specifically state in the order of re appointment whether any deduction is to be made from pension or salary as required by the rules of this Chapter and shall communicate a copy of the order to the Audit Officer

510 A The attention of every officer who is re employed should be specially called to the provisions of this Chapter by the authority re employing him and whenever he becomes aware of such an appointment, by the Audit Officer, but the failure of such authority to do this will not be admitted as a ground for condoning any breach of the regulations contained in this Chapter

Section II —Civil Pensioners

Re employment after Compensation Gratuity

511 An officer who has obtained a Compensation gratuity, if re employed in qualifying service may either retain his gratuity, in which case his former service will not count for future pension, or refund it and count his former service

512 The intention to refund must be stated immediately on re employment but the refund may be made by monthly instalments of not less than one third of the officer's salary and also not less than the whole gratuity divided by the number of months which have elapsed since the end of the service for which the gratuity was given The right to count previous service does not revive till the whole amount is refunded

NOTE —[The equity of this rule is based upon the consideration that so long as the refund of the gratuity is postponed the officer avoids the risk and the State loses the possibility of the gratuity lapsing absolutely to the public treasury by the death or dismissal of the officer A subsequent refund of a gratuity even with compound interest does not compensate the State for the loss of this possibility meanwhile]

513 —(*See 510 A*)

After Compensation Pension

514 (*a*) An officer who has obtained a Compensation pension, if re employed, may retain his pension in addition to his pay. Provided that, if

he is re employed on an establishment paid from General Revenues, the pension shall remain wholly or partly in abeyance, if the sum of the pension and the pay on re employment exceeds the pay of the appointment on abolition of which the pension was given, that is to say, an officer can draw pension only in order to make up his present aggregate emoluments to what he drew at the time of his retirement In the case however of a pensioner re employed, in either a permanent or temporary appointment, for *bona fide* temporary duty lasting for not more than a year, the Local Government or, in cases where the pension does not exceed Rs 10 a month, the officer who controls the establishment on which the pensioner is to be employed, may allow pension to be drawn in whole or in part even though the sum total of pay and pension exceeds the pay which the officer drew on retirement

... Article 514.

Omit the words 'see also the note to Article 518' at the end of the note under clause (b) of this Article

[illegible] dated [illegible] 10

515 In the case of a Section Writer [illegible]
re employed, the pay of the appointment abolished is taken at the average earnings of the last six months of employment

516 If an officer does not, within three months from the date of his re employment, exercise the option conceded by Article 514, of ceasing to draw pension and counting his former service, he may not thereafter do so without the permission of the Local Government

517 An officer who under Article 514, draws pension in addition to pay [illegible] pension [illegible] would [illegible] under the same circumstances while holding his abolished appointment Provided that his allowances on leave shall never be less than his pension

518 —*Cancelled*

After Invalid Pension

519 There is no bar to the re employment of an officer who has regained health after obtaining Invalid pension, or if an officer is invalided as being incapacitated for employment in a particular branch of the service, to his re employment in some other branch of the Service The rules in such a case as to refunding gratuity, drawing pension, and counting service, are the same as in the case of re employment after Compensation pension

After Superannuation or retiring Pension

520 An officer who is in receipt of a Superannuation or Retiring pension shall not be re employed or continue to be employed in service paid from

General R v nues or t om a Lo al Fund excep on public grounds The

-n w thheld the fact should be tak n into a count in fixing the pay to be allowed

No 44

Page 131 Article 521

Substitute the following for clause (i) of this Article —

(i) that of the Government of India in the Administrative Department concerned in case of pensioners who previous to retirement served e Governme t of India Imper al branch of any officers who previous to retirement held posts usually filled by officers of an Imperial Service or Branch

(5 h Ed t on No 44 dated 1 11 10)

Exceptions

522 The foregoing rules do not apply—

(i) to a pension paid from a Police Superannuation Fund constituted by contributions from the Force Such a pension may be drawn without restriction in addition to salary or

(ii) to pensioners re employed in non pensionable service on the sub ordinate establishment of a State Railway Such pensione s retain their gratuities and continue to draw their pensions subject in the case of pensions of all classes to the provisions of Art cle 514 or

(iii) to pensioners re-employed under the Court of Wards

523 A pensioner of any class may be employed as an Extra Depart mental Agent in the Post Office or as a Sub Registrar under the law for the registration of documents remunerated by fees only

524 —*Cancelled*

Section III —Military Pensioners

525 (a) Except where it is otherwise expressly stated (s e Article 509 A) the foregoing rules do not apply to a Military pensioner in Civil employ

Part IV.

The claims of such an officer to salary and pension in the Civil Department are not affected by his Military pension

(b) If however a soldier b allowed to continue in Civil employ after he has earned a Military pension and such pension is payable, wholly or in part from Indian Revenues his salary in the Civil Department will be reduced by an amount equal to so much of his pension as is payable from Indian Revenues

526 The salary in the Civil Department of a commissioned Military Officer not being a Native of India, whether the pay of his office be consolidated or staff pay shall be reduced by the amount of any annuity, pension, or pensionary allowances other than a good service pension o a pension obtained after a prescribed period of service otherwise than on medical certificate which he receives in the Military Department If he has commuted any such allowance for a single capital payment, the same deduction will be made from his Civil salary as would have been made had he not done so

527 The pension of the heir of a Native Commissioned or Non Commissioned officer or soldier, or of the heir of a Medical subordinate, will during employment in any Civil Department merge in his salary

528 Provided always that an Invalid Native Commissioned officer shall receive only so much of his Invalid pension as, with his Civil pay, will make his whole allowances equal to his Military pay and allowances immediately before his retirement If, therefore the pay of the Civil appointment is not less than his Military pay and allowances at the date of his retirement he receives no portion of his Military pension

Exception —The pensions of Army pensioners who enlist into the Burma Military Police are held in abeyance during the time they continue to serve in that force But the gratuities granted to discharged soldiers enlisting into the Burma Military Police need not be refunded

Section IV.—Pension for New Service

529 Except as provided in Articles 525 to 528, an officer who, having been discharged with a pension, is subsequently re employed, may not count his new service for a separate pension Pension (if any) is admissible only for the new service combined with the old, the whole being counted as one service

530 If an officer who has obtained a Compensation or Invalid pension is re employed in pensionable service and retains the pension (see Article 514) the pension or gratuity admissible for his subsequent service is subject

[illegible] atuity or the capital value

[illegible] erence between the value of

[illegible] of the officer's final retire

ment, if the two periods of service were combined and the value of the pension already granted for the previous service

Illustration —A who had retired at the age of forty after eighteen years service on a Compensation pension of Rs. 90 (his salary having been Rs. 200), was re employed after six years

531 (a) If a gratuity received for the earlier service has not been refunded, gratuity or pension (as the case may be) may be allowed for the subsequent service, on condition that the amount of such gratuity or the present value of such pension calculated according to Table A in Appendix 10, *plus* the amount of the previous gratuity, shall not exceed the amount of gratuity or the present value of the pension that would have been admissible had the gratuity received for the earlier service been refunded

(b) If the amount of such gratuity or the present value of such pension *plus* the amount of the previous gratuity exceed the amount of gratuity or the present value of the pension that would have been admissible if the gratuity received for the earlier service had been refunded, the excess must be disallowed

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PART V—RULES APPLICABLE TO SPECIAL DEPARTMENTS OR SPECIAL OFFICERS

GENERAL ARRANGEMENT

PART V—RULES APPLICABLE TO SPECIAL DEPARTMENTS OR SPECIAL OFFICERS

Chapter XXII.—The Governor-General, Governors, Lieutenant-Governors and Members of Council.

No 171

Page 137 Article 532

Insert the following as a Note under this Article —

NOTE—[The audit officer concerned should, in each case obtain from each of the officials entioned in the above rule when he assumes charge of his post, a statement as to whether he in receipt of any pension, or other payment on account of which his salary is required to be educed under this article]

(5th Edition No 171 dated 11 7 11)

rnor — Ordi idency Profit Com le out vernor

... of India, Governor, or Member of Council shall be reduced by the amount of the Pension, Salary, Annuity or Profits of Office so respectively held or enjoyed by him —(3 and 4 Will IV, 85, s 77)

533 If any Ordinary Member of Council hold or enjoy any pension or any annuity payable out of the Civil or Military Fund, the salary of his office of Member of Council is to be reduced under Acts 3 and 4 Will IV, Cap 85, s 77, by the amount of the pension or annuity held by him A Good Service Pension enjoyed by Military Officers comes within the meaning of pension under the Act cited above

Section II—Lieutenant Governors.

Leave Rules

534 (*a*) Leave on Medical Certificate for not more than six months may be granted to a Lieutenant Governor On resuming his duties after such leave, a Lieutenant Governor is entitled to half his salary for the period of his absence If he is prevented from resuming his duties, he is entitled to no absentee allowances

(*b*) A Lieutenant Governor is not entitled to any other leave

under the ordi
'S and does not
the Indian Civil
or special leave

PART V

under the ordinary rules If he resigns preparatory to retirement he is entitled to subsidiary leave on half average salary

Note 3 —[A Lieutenant Governor who is granted leave during the term of his office is required to conform to the rule—Article 224 of these regulations—as regards obtaining a certificate of fitness to return to duty]

Acting Lieutenant-Governor

535 The salary of a person appointed to officiate as Lieutenant-Governor is regulated in the same way as the salary of a person appointed to be temporary Member of Council (see Article 539)

Section III —Members of Council

Tenure of Office

536 The tenure by a Member of Council of his office begins from the date on which he first takes upon himself the execution of his office whether as a temporary Member appointed in India, or after the issue of His Majesty's warrant of appointment, and the resignation of his office, by a Member of Council, whose successor has not entered upon his office, takes effect from the day following that of his embarkation at any port in India, excluding Aden or from the expiry of his five years' tenure of office, whichever date is earlier Any time during which a Member of Council (not being himself granted leave) draws less than full pay shall not be computed as part of his five years' tenure of office

Leave Rules

537 The leave admissible to an Ordinary Member of the Executive Council of the Governor General or of the Governor of Madras or Bombay is regulated by Statute 24 and 25 Vict Cap 67, s 26 as follows —

Section 26 —It shall be lawful for the Governor General in Council or Governor in Council of either of the Presidencies as the case may be, to grant to an Ordinary Member

absence shall exceed six months his office shall be vacated

Note 1 —[Service as a Member of Council does not qualify for any leave under the ordinary rules but counts as continuous service for the purpose of Article 308 and does not interrupt any leave previously earned.]

Note 2 —[The provisions of Article 215 do not apply to a Member of the Indian Civil Service who on resigning the office of Member of Council takes furlough or special leave under the ordinary rules If he resigns preparatory to retirement he is entitled to subsidiary leave on half average salary

Note 3 —[A Member of Council who is granted leave during the term of his office is required to conform to the rule—Article 224 of these regulations—as regards obtaining a certificate of fitness to return to duty]

538 Subject to any special orders by the Government of India to the contrary, leave of absence granted to an Ordinary Member of the Council of the Governor General (if taken out of India) commences on the day after

such Member embarks at any port in India, excluding Aden, and ends on the day before he disembarks at any port in India excluding ... always that such M...

Page 139. Article 539.

Substitute the following for the first three lines of this Article :—

539. The salary and the appointment of a temporary Member of the Executive Council of the Governor General or of the Governor of Madras or, Bombay or Bengal or of the Lieutenant Governor of any Province is regulated by Statute 24 and 25 Vict, Cap. 67, s 27, as follows :—

(6th Edition, No 267, dated 1-5-12.)

... of the Presidencies, when no ... appointed to succeed thereto shall be then present on the spot, then, and on every such occasion, such vacancy shall be supplied by the appointment of the Governor General in Council or the Governor in Council, as the case may be, and until a successor shall arrive, the person so nominated shall execute the office to which he shall

In case of absence.

And if any Ordinary Member of the Council of the Governor General or of the Council of either of the Presidencies shall, by any infirmity or otherwise, be rendered incapable of acting or of attending to act as such, or if any such Member shall be absent on leave ... then the place ... erson, and if no ... the spot the ... e, shall appoint ... Member of Council and until the return of the Member so

... office of an Ordinary Member must forego.

541. The salary of the substantive office of a temporary Member of Council appointed in the place of an Ordinary Member of Council who, by reasons of

infirmity or other
includes the Milita
the pay of which
Such a temporary
of Good Service p

542 Cancelled

Chap

Statutory Rules

543 The following rules made, under Statute 24 and 25 Vict c 104, s 6, by the Secretary of State in Council of India regulate the salaries allowances furloughs, retiring pensions and (when necessary) expenses for equipment and voyage of the Chief Justices and Judges of the several High Courts established under the said Statute They have effect from the 25th day of April 1899

N B—[The headings (other than those of sections) which are introduced to facilitate reference do not appear in the Statutory rules]

Definitions

1 In these rules, unless there is something repugnant in the subject or context—

"Acting Chief Justice" means a Judge appointed under Section 7 of Statute 24 and 25 Vict, c 104 to perform the duties of Chief Justice of a High Court

"Acting Judge" means a person appointed under the said Section 7 to perform the duties of Judge of a High Court

"Judge" includes a Chief Justice and Acting Chief Justice, and an Acting Judge except where the contrary is expressed

"Actual service" includes—

(a) Time spent by a Judge on duty as Judge, or in the performance of such other functions as he may be directed to discharge by the Governor General of India in Council,

(b) Time spent by a Judge on privilege or subsidiary leave,

(c) Duly authorized vacations (provided that the Judge is not absent on furlough or on extraordinary leave under Rule 26)

Section I—Salaries

2 The Chief Justice, or Acting Chief Justice, of the High Court at Calcutta, shall be paid a salary at the rate of Rs 72 000 per annum

3 The Chief Justice, or Acting Chief Justice, of the High Courts at Madras and at Bombay, and for the North Western Provinces,* respectively, shall be paid a salary at the rate of Rs 60,000 per annum

4 A Judge or Acting Judge, of the High Courts at Calcutta, Madras and Bombay, and for the North Western Provinces * respectively shall be paid a salary at the rate of

* United Provinces of Agra and Oudh

Rs 48,000 per annum: provided always that every Judge of the High Court at Calcutta appointed before the 18th day of January 1881 shall be paid a salary at the rate of Rs. 50,000 per annum

5. Every Chief Justice, or Acting Chief Justice, and every Judge, or Acting Judge,

5 A If a Judge of a High
Councils Act, 1861, to be an
for the purpose of making la
as he shall be engaged as a Member of the Council on any special legislative measure on behalf of the Government, a deputation allowance at the rate of Rs 166⅔ a month, in addition to the salary of his appointment as Judge

Section II —Leave.

Furlough earned

6. One year's furlough shall be placed to the credit of each Judge after the completion of the fourth, eighth, and twelfth years of actual service *Provided that the aggregate amount of all furlough which can, during the whole period of his service, be granted to a Judge shall not exceed three years: provided further that the maximum amount of* furlough which may be taken at any one time is fifteen months

Furlough admissible

7 Except under Rules 9 and 10, no *furlough* shall be granted until at credit under

service in the High Court, and shall not exc

Conditions of grant

8 Except under Rules 9 and 10, furlough shall not be granted until after the completion of three years' actual service *from the date of the last return from furlough or* from extraordinary leave

9 Under medical certificate, furlough may be granted before it is at credit under Rule 6, and although three years' actual service may not have been completed since the last return from furlough or *from* extraordinary leave.

Judge will receive from the India Office permission to return to India.

a Judge's service.

Part V.

Commencement and end of Furlough

Rule 11, according as the furlough begins or ends in or out of India

Subsidiary Leave

which in special cases may be extended

Leave Allowances

14 A Judge when on furlough, shall receive allowances at the rate of Rs 833 5 4 a month if the furlough be taken in India and at the rate of £1,000 a year if the furlough be taken out of India and payment be made in England. A Judge, when on subsidiary leave, shall receive allowances at the rate of Rs 833 5 4 a month

Number of Furloughs admissible

15 Except under medical certificate, the number of furloughs to be granted at any one time and the grant of furlough to individual Judges, shall be subject to and limited by the exigencies of the service, which exigencies shall be determined exclusively by the authority with whom rests the question of granting the furlough

16 Applications for furlough not supported by medical certificate shall be granted

oning, in the case of a Judge who has not taken furlough or extraordinary leave, from the date of the commencement of his service in the High Court, and in the case of a Judge

Privilege Leave—Present rules

provided that he

Page 142 Article 543

Insert the following as clause (b) under rule 17 of Article :—

(b) Once in three years, and not oftener, privilege leave may be prefixed to the vacation

(5th Edition No 1, dated 21 6-10)

application must be accompanied by an explanation of the special circumstances under which it is made, and it shall be in the absolute discretion of the Government to grant or withhold the permission sought

Combination of Leave

20 Privilege leave may be prefixed but not affixed to furlough This rule is to have effect as from the 25th of January 1901

Applications for leave

21 Applications for leave shall in all cases be submitted in such manner as the Government shall from time to time prescribe

Payment of Leave Allowances

22 Leave allowances shall be payable monthly if payment is made in India, and quarterly if in England *

Effect of Leave on substantive appointment, etc.

23 No substantive appointment shall be vacated merely by reason of leave being granted under the rules

24 ...

full pay with leave as shown in ... owance is sanctioned or additional ... is absence during the vacation —

(A) Where the vacation of the High Court consists of one period, a Judge may be allowed to combine vacation on full pay with leave, either at the ...

(B ...

for the intervening period

Effect of leave on Pensionary Service.

25 No leave except privilege leave and leave subsidiary to furlough shall count as service for pension

Extraordinary Leave.

26 If the Government shall in its discretion deem it necessary, in any special instance, to grant to any Judge leave of absence which is not expressly provided for in the foregoing rules, such leave shall be without pay. Provided always that in no case shall such

* Leave allowance is now paid monthly in arrear if payment is made in England.

PART V.

leave exceed six months or be granted more than once in the whole course of the Judge's service

Section III — Pensions

Chief Justice

27 A Chief Justice of the High Court at Calcutta after an actual service of eleven and a half years as Judge of a High Court, of which period at least five years and nine months shall have been as Chief Justice of the High Court at Calcutta, shall receive a pension not exceeding £1,800 per annum

28 A Chief Justice of the High Courts at Ma... Western Provinces* ... of a High Court, of ... Chief Justice, shall re...

Judges

29 A Judge of a High Court, not being eligible for pension at a higher rate under Rule 27 or 28, shall, after an actual service of eleven and a half years as Judge, receive a pension not exceeding £1,200 per annum

Invalid Pension

30 A Chief Justice or Judge, who retires on medical certificate after six years and nine months actual service, shall receive a pension not exceeding one half the amount of pension allowed for the full period of service

Previous Service

31 In the event of a Judge receiving a pension under the preceding rules, he will not be entitled to any other pension or retiring allowance

32 When a Judge, who at th...

c...
after six...
taking h...
cable...

...pointed

Member of the Indian Civil Service

34 No Judge, selected from the Covenanted Civil Service, shall receive ... under those rules unless he shall have full... in force for th...

Transfer to another High Court

35. If ... have se... ...riod he shall

* United Provinces of Agra and Oudh.

Promotion to be Chief Justice.

36 If a Judge be appointed to be a Chief Justice in the Court in which he has heretofore served, or in another Court the period of his service as Judge will count for pension according to the rate of a Judge's pension, and the period of his service as Chief Justice will count for pension according to the rate of pension of a Chief Justice of the Court to which he may have been appointed

the High Court at Calcutta will count for pension according to the rate of pension of a Chief Justice of the High Court at Calcutta

38 A Judge appointed under Statute 24 and 25 Vict, Chapter 204, Section 7, to per

Calcutta

Extent of Application

be serving

Section IV —Expenses for Equipment and Voyage

40 For the purpose of defraying the expenses of equipment and voyage from Europe on first appointment, there shall be allowed—

To a Chief Justice or Judge of any High Court, £300

Reversion to the General Service.

544 (a) An officer subject to the rules of any of the other Chapters of these Regulations who has for a time been removed from the operation of such rules by reason of officiating as Judge of the High Court, shall, on return to general service, have to his credit the same amount of service towards Privilege leave as was at his credit when he began to officiate as High Court Judge

* United Provinces of Agra and Oudh.

(*b*) In addition to this, he is entitled to count towards Privilege leave, under the rules to which he is subject any period that has elapsed since he last obtained Privilege leave or enjoyed vacation as High Court Judge, which he could have counted for Privilege leave as a High Court Judge, if his officiating service had been prolonged until leave became admissible under the rules applicable to Judges of the High Court

545 If a Judge, who is a member of the Indian Civil Service or a Statutory Civil Servant shall be permitted to resign his office and remain in the service, all leave which he may have taken as a Judge of the High Court shall be reckoned as if it had been taken under the rules for the leave of absence of members of the Indian Civil Service or Statutory Civil Servants as the case may be

Chapter XXIV.—Barrister and Pleader Appointments.

Barristers' Privileges

546 No Civil officer whether a member of the Indian Civil Service or otherwise, is entitled to any special privileges by reason of his being a Barrister unless on his first admission to the service he is appointed to some office in which the Local Government with the sanction of the Government of India, has declared it to be necessary on public grounds to employ a Barrister

1 A Barrister without a substantive appointment, appointed to act in an office which is either reserved for a Barrister or for which a Barrister is generally selected may with the special sanction of the Local Government be allowed to draw an acting allowance not exceeding two thirds of the pay of the appointment

547 The following officers, not being members of the Indian Civil Service, are entitled to the special privileges detailed in this Chapter —

Barrister and Pleader Judges of the Chief Courts of the Punjab and Lower Burma

First Judges of Small Cause Courts of Presidency towns Secretary to the Government of India in the Legislative Department Judicial Commissioner or Additional Judicial Commissioner of Oudh and of the Central Provinces Administrator General of Bengal Judge of the Court of Small Causes, Rangoon Additional Judicial Commissioner of Sindh Administrator General and Official Trustee, Bombay Legal Remembrancer and Secretary to the Legislative Council, Punjab	if Barristers

Page 147. Article 548.

Substitute the following for this Article:—

548 (*a*) Except in the case of the Legal Remembrancer and Secretary to the Legislative Council, Punjab, the Statutory Rules which regulate the furlough and leave of absence of High Court Judges (Article 543, Rules 6 to 26) are also applicable to the officers in the preceding Article.

(*b*) The allowances of these officers while on Furlough or Subsidiary leave must not exceed half their salaries at the time of proceeding on leave, and are limited also to the rate prescribed in Statutory Rule No 14, Article 543.

(*c*) The Privilege leave of the Secretary to the Government of India in the Legislative Department, of the Judicial Commissioners or Additional Judicial Commissioners of Oudh, Sindh and the Central Provinces, of the Judge of the Court of Small Causes, Rangoon, of the Administrator-General of Bengal, and of the Administrator-General and Official Trustee, Bombay, is regulated by the rules in Part III

(5th Edition, No 63, dated 1 12 10)

trator General and Official Trustee, Bombay, is regulated by the rules in Part III

No. 346.

Page 147. Article 549.

a year admissible under this Article]

(2) After an active service of not less than 6¾ years not exceeding one half the amount of pension allowed of service

NOTE —[The above scale of pensions does not apply to Messi C S I, and C W Ch tty, who have elected to remain under the rule

(*b*) The Active Service of the officers referred to in A besides time spent on duty, whether in substantive or a lege leave, Subsidiary leave, and periods of vacation durin is not on Furlough or Extraordinary leave

Compulsory Retirement.

550 Officers to whom the rules of this Chapter a June 1901 are exempt from the rule in Article 459 rega 55 years of age Officers who after that date become in this Chapter are required to retire on attaining th

PART V

Chapter XXV.—Members of the Indian Civil Service

Date of Arrival in India

551 The date of an officer's first arrival in India is held to be the date on which he reports his arrival at the capital town of the Presidency or Province to which he has been posted by the Secretary of State or the Government of India or at any other station to which he may proceed under the orders of the Local Government

552 Article 187 in Chapter IX (joining time) provides for the case of an officer being unable from illness to proceed to the seat of Government

Rules regarding Pay and Allowances

553 Unless there be something repugnant in the subject or context, pay and allowances are governed by the rules in Part II Acting allowances are calculated in accordance with the rules in Articles 101 to 103

Leave Rules

554. The leave rules applicable are the European Service Leave Rules in Part III

1 The rules applicable to a member of the Indian Civil Service occupying the position of a High Court Judge are laid down in Chapter XXIII.

2 The grant of Privilege leave to a member of the Indian Civil Service occupying the position of a Judge of the Chief Court of the Punjab or of Lower Burma is regulated by Rules 17 and 20, Article 543

555 Except in the case of Judges of Chief Courts, no leave but Privilege leave and Subsidiary leave preparatory to retirement may be granted to an officer who has completed thirty five years' service Any leave other than Privilege leave and Subsidiary leave preparatory to retirement granted before such date, ceases to have effect on the date the officer completes thirty five years' service

Annuity Deductions.

556 (a Four per cent shall be deducted at the time of payment from every officer's pay and from such of his other public emoluments as are mentioned below —

If the officer was in the service in 1875, or was appointed to it after passing a competitive examination held before the end of the year 1875, and belongs to the—

Bengal Establishment —Every allowance, excepting—
(1) Minimum Furlough allowance
(2) Subsistence allowance while on Furlough,
(3) Establishment allowance,
(4) Sumptuary allowance, and
(5) Travelling allowance

PART V.

Madras or Bombay Establishment —The following allowances, viz. —

(1) Acting allowance,
(2) Deputation allowance,
(3) Personal allowance,
(4) Fees,
(5) Allowances while on Privilege or Subsidiary leave,
(6) Subsistence allowance when not on leave other than Privilege and Subsidiary leave, and
(7) Local allowances other than travelling allowance and tentage

N B —[illegible]
to pay the [illegible]
before the [illegible]
1st June 18[illegible], [illegible]

If the officer is appointed to the Service after passing a competitive examination held in or after the year 1876—

Every allowance excepting — [illegible]

Page 149 Article 556.

Substitute the following for Note 2 under clause (a) of this Article :—

NOTE 2 —[The deduction prescribed in this Article is not made from the salary of an Ordinary Member of the Council of the Governor General or of the Council of the Governor of Madras or Bombay or Bengal or of the Lieutenant Governor of any Province]

(5th Edition No 267, dated 1-5 12)

Example —The Chairman of the Commissioners of the town of Calcutta the Municipal Commissioner for the city of Bombay, or any of the officers referred to in Articles 761 to 763

Civil Fund Deductions.

557 Deductions on account of subscriptions to Civil Funds shall be made at the time of payment from the emoluments of officers according to the rules of the Fund to which the officer belongs The Funds are—

A —Bengal Civil Fund
B —Madras Civil Fund
C —Bombay Civil Fund
D —Indian Civil Service Family Pension Regulations

NOTE —[The rates of subscriptions to the several Funds are given in Appendix 11]

558 European officers who arrived before 1881 82 are alone allowed to subscribe to the three Civil Funds A, B, and C, but the following Native officers are allowed, on payment of equal subscriptions, to secure like benefits to those which the Civil Funds secure to Europeans —

Bengal Establishment		*Bombay Establishment*
[1] Mr B L Gupta	[1] Mr C Rustamji	[1] Mr. S N Tagore
[2] ,, B De	[2] ,, K J Badshah	

[1] Specially admitted to the Civil Funds.
[2] Allowed to subscribe to the "General Revenues" at Civil Fund rates.

No. 78.

Page 150. Article 559.

Substitute the following for the list of officers enumerated below this Article.—

Mr A H Diack, C V O, Bengal; Sir William Meyer, K C I E, Madras; Mr J. J Heron, Bombay

(5th Edition No 78 dated 3 1 11)

(1) If the officer is on leave out of India [illegible]
in England and has not paid his subscription in advance, or made arrangements for its payment in India as it falls due recovery will be made at the Home Treasury by deduction from his absentee allowances unless he is a member of the Bengal or Madras Civil Fund, and has exercised the option allowed to members of those funds of postponing the payment of his subscriptions until after return to duty

N B—[The option allowed to subscribers to the Bengal Civil Funds of postponing payment of subscriptions on absentee allowances is limited to a period of one year]

(2) For payment of leave allowances in any of His Majesty's colonies warrants will be issued only on condition that the subscriptions shall be either paid in advance or taken by deduction, in the latter case the warrant to the colony should show only the net allowance payable after such deduction

(*b*) The recovery of subscriptions due on the absentee allowances of subscribers to the Indian Civil Service Family Pension Regulations is made under the following rules —

(1) If the subscriber is in Europe, the rules require his subscription to be paid in England in sterling and recovery of it will there fore be made at the Home Treasury by deduction from his absentee allowances

(2) For the payment of leave allowances in the colonies, the warrants issued will show the gross allowance payable, with instructions to recover the amount of monthly subscription due in sterling

Retirement and Annuity

561 An officer who has been twenty five years in the service, counting from the date of his covenant, or from the date of the despatch of the Secretary of State announcing his appointment (whichever may have been earlier) and who has rendered twenty one years' active service, is entitled, on his resignation of the service being accepted, to an annuity of £1,000

562 An officer who resigns the service will, by such resignation, vacate any office under the Government which he may then be holding But this rule does not apply to the offices of Viceroy and Governor-General of India, Governor of Madras and Governor of Bombay

563 The resignation of the Civil Service by a Lieutenant Governor, Member of the Council of the Governor General, or of the Council of the

Governor of Madras or Bombay, or Judge of a High Court, shall not be accepted unless his resignation of his office is at the same time tendered and accepted

564 An officer who, having proceeded to India and made or become liable to any payment on account of the provision for the annuity to which he might become entitled under Article 561, is declared by a medical certificate in due form to be incapacitated for further service and is thereupon permitted to resign the service before he is entitled to such an annuity, is entitled to a gratuity or annuity as follows —

(i) for less than five years' service—a gratuity of £500,
(ii) for five years' completed service—an annuity of £150 rising by £20 for each additional year up to twelve,
(iii) for twelve years' service—an annuity of £290, rising by £30 for each additional year up to twenty three,
(iv) for twenty three years' service—an annuity of £620,
(v) for twenty four years' service—an annuity of £660,
(vi) for twenty five years' service (of which less than twenty one years have been active service)—an annuity of £700

564A The power of withholding or withdrawing the whole or any part of an annuity under Article 351 shall be exercised only by the Secretary of State in Council

Compulsory Retirement

(a) After thirty five years' service, counting from the date of his ... for special reasons, and with the ... to any

Page 151 Article 565

Substitute the following for the Note under clause (b) of this Article —

NOTE —[The term office' as used in this Article does not include any office held under direct appointment by His Majesty the King Emperor of India or by the Governor General with the approval of the King Emperor, but the retention of such an office should be subject to the condition prescribed in Article 563]

(5th Edit on No 204 dated 3 10 11)

office ... vided that, if temporary, he is confirmed without reverting to his substantive appointment, but the currency of the period is not interrupted by any subsequent temporary promotion to a higher appointment

NOTE —[The term office' as used in this Article does not include any office held under direct appointment by His Majesty the King Emperor of India but the retention of such an office should be subject to the condition prescribed in Article 563]

Chapter XXVI—Statutory Civil Servants.

The following rules regulate the pay and allowances, pension and ... Civil Servants —

... and Allowances

... office the pay ... been ... ed ... an Civil ... a me ... a

Page 150 Article 559.

Substitute the following for the list of officers enumerated below this Article.—

Mr A H Diack, C V O, Bengal, Sir William Meyer, K C I E, Madras, Mr J J Heaton, Bombay

(F D Notification, No 73 dated 3 1 11)

(1) If the officer is on leave out of India a

in England and has not paid his subscription in advance, or made arrangements for its payment in India as it falls due, recovery will be made at the Home Treasury by deduction from his absentee allowances, unless he is a member of the Bengal or Madras Civil Fund and has exercised the option allowed to members of those funds of postponing the payment of his subscriptions until after return to duty

N B —[The option allowed to subscribers to the Bengal Civil Funds of postponing payment of subscriptions on absentee allowances is limited to a period of one year]

(2) For payment of leave allowances in any of His Majesty's colonies warrants will be issued only on condition that the subscriptions shall be either paid in advance or taken by deduction in the latter case the warrant to the colony should show only the net allowance payable after such deduction

(b) The recovery of subscriptions due on the absentee allowances of subscribers to the Indian Civil Service Family Pension Regulations is made under the following rule —

(1) If the subscriber is in Europe the rules require his subscription to be paid in England in sterling and recovery of it will therefore be made at the Home Treasury by deduction from his absentee allowance

(2) For the payment of leave allowances in the colonies, the warrants issued will show the gross allowance payable, with instructions to recover the amount of monthly subscription due in sterling

Retirement and Annuity

561 An officer who has been twenty five years in the service counting from the date of his covenant or from the date of the despatch of the Secretary of State announcing his appointment (whichever may have been earlier) and who has rendered twenty one years' active service, is entitled, on his resignation of the service being accepted to an annuity of £1,000

562 An officer wh

No. 204.

(2) That proportion of the pension to which he would have been entitled if his whole service had been in an office not ordinarily held by a member of the Indian Civil Service, which his previous qualifying service bears to the whole of his qualifying service

(b) If such an officer is entitled to gratuity only, his gratuity shall be calculated as if his whole service had been passed in an office ordinarily held by a member of the Indian Civil Service

Section 7 —The procedure upon an application for pension and upon the payment of pension is that described in *Chapter* XLIX.

Leave Regulations.

Section 1.—In these Regulations—

"Average salary" means average salary for a month, calculated for so much of the three years immediately preceding the day on which an officer gives up office as he has passed on duty, or on Privilege or Examination leave Average salary in excess of Rs 1,400 a month is not reckoned

"Service" means all qualifying service, whether rendered in an office ordinarily held by a member of the Indian Civil Service or otherwise, and includes periods spent on leave with allowances

actual salary when he was last before on duty

NOTE —[A Statutory Civil Servant who is compelled owing to ill health to take any leave with allowances out of India is entitled to the benefits of Article 312]

Section 3 —Leave on Medical Certificate may be granted for three years in all, but not for more than two years at one time

Section 4.—(a) *An officer may take either Leave on Private Affairs or Furlough as* follows, but not both these kinds of leave —

(b) Leave on Private Affairs may be taken, first, after not less than six years' service and, thereafter, at intervals of not less than six years The duration of Leave on Private Affairs must not exceed six months at one time

it may extend to two years

Section 5 —Subsidiary leave, Privilege leave and Examination leave may be granted under Part III

Section 6 —The Local Government may grant Extraordinary leave without allowances at its discretion Subject to the provisions of Section 10, there is no limit to the length or frequency of leave under this section, and it may be granted in continuation of any leave with allowances

Section 7 —Leave taken by an officer before his appointment to an office ordinarily held by a member of the Indian Civil Service shall, for the purpose of calculating the leave admissible to him under this Chapter, be treated as leave taken under this Chapter

Section 8 —Leave on Private Affairs or Furlough may not be granted in continuation of any leave except Subsidiary leave, and Privilege leave under Article 233, but any leave granted under these rules, may be retrospectively changed for any other kind or amount of leave, which might at first have been granted. If an officer absent on Leave on Private Affairs, or Furlough, takes an extension on medical certificate the whole of his absence is treated as Leave on Medical Certificate

1 Extraordinary leave cannot be changed retrospectively into Leave on Medical Certificate; but Leave on Medical Certificate may be given in continuation of Extraordinary leave.

PART V.

Section 9 —An officer who has reached the age of 55 years is not eligible for any leave, except Privilege leave Leave, other than Privilege leave, granted to an officer before his fifty fifth birthday cannot extend beyond that date

Section 10 —If an officer is absent without leave, or remains absent after the end of leave (excepting Privilege leave, in which case a week s grace is allowed), he vacates his appointment after five years continuous absence from duty, whether with or without leave, an officer ceases to belong to the public service

1 A Statutory Civil Servant who takes leave other than Privilege leave or Examination leave has no claim to return to the particular appointment from which he took leave

Section 11 —The procedure upon application for leave is that prescribed in Part IX

Chapter XXVII.—Ecclesiastical Officers

Section I.—Bishops.

567 The leave of absence of the Bishops of Calcutta, Madras, and Bombay is regulated by the following Statutory Rules made under Royal Warrant, dated 4th November 1884, under Statutes 34 and 35 Vict, Cap 62, and amended by Royal Warrants, dated 28th July 1888 and 11th February 1901

N B —[The italicised headings are introduced merely to facilitate reference and are not in the Statutory Rules]

Statutory Rules

1 Bishops may be allowed leave of absence either on medical certificate or on furlough

Leave on Medical Certificate

2 The amount of leave of absence on medical certificate admissible to a Bishop is limited to two years

3 Subject to the limitation in Rule 2, leave of absence may be granted to a Bishop upon medical certificate for a period not exceeding one year Leave so granted may be extended upon medical certificate to any period not exceeding eighteen calendar months

Furlough

4 The amount of furlough earned by a Bishop is one eleventh of the time during which he has been on duty, and the furlough due is the amount earned diminished by the amount taken

service to be granted furlough for not more than six months on urgent private affairs if that amount of furlough is due to him

6 *Cancelled*

Extraordinary Furlough

6A The Governor General in Council may grant furlough when not otherwise admissible under the rules for a period limited to three months, to the Metropolitan, or, on the recommendation of the Metropolitan and with the concurrence of the Government of Madras or Bombay, as the case may be, to the Bishop of Madras or Bombay

The grant of such extraordinary furlough will be subject to the limitation that no further expenditure of the revenues of India be thereby entailed, and to the following conditions —

(a) That the purpose for which the leave is granted shall be specified in the Gazette Notification granting it,

(b) That a second or subsequent period shall in no case be granted unless 33 months' active service has been rendered after the last preceding period.

6B Extraordinary furlough under Rule 6 A may be prefixed or affixed to ordinary furlough subject to a maximum limit for the combined leave of six months in all

7 Furlough and leave on medical certificate cannot be taken in continuation of each other; but furlough granted under these rules may be retrospectively changed into leave on medical certificate

Acting Allowance of Locum Tenens

7A A Bishop on long leave in Europe must, if the leave was granted or has been ... leave on medical certificate ... turn to duty, ... Board, but, ... 60 miles from ... two medical practitioners may be accepted On the required evidence of ... furnished the Bishop will receive from the India Office permission to return to India

Absentee Allowance

9 A Bishop while absent upon furlough or upon leave on medical certificate is entitled to full pay less Rs 500 a month, but not to any other allowances

No. 335.

Page 155. Chapter XXVII.

Insert the following as a new Article 567-A :—

567-A. A Statutory Bishop who at the time of his appointment as such was a member of any of the Government services in India and had at his credit furlough without medical certificate under the rules applicable to the ... h for a ... d that ... actual

(5th Edition, No. 335, dated the 1st December 1913)

566. ... and Functions appertaining to the See of Calcutta during the vacancy of the See by the demise of the Bishop thereof for the time being, or otherwise, is entitled to the full pay fixed for the office, *viz*, Rs. 3,831-6-8

PART V.

Section 9 —An officer who has reached the age of 55 years is not eligible for any leave, except Privilege leave Leave other than Privilege leave, granted to an officer before his fifty fifth birthday cannot extend beyond that date

Section 10 —If an officer is absent without leave, or remains absent after the end of leave (excepting Privilege leave in which case a week s grace is allowed), he vacates his appointment, after five years' continuous absence from duty, whether with or without leave, an officer ceases to belong to the public service

1 A Statutory Civil Servant who takes leave other than Privilege leave or Examination leave, has no claim to return to the particular appointment from which he took leave

Section 11 —The procedure upon application for leave is that prescribed in Part IX

Chapter XXVII.—Ecclesiastical Officers.

Section I.—Bishops.

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N B —[The italicised headings are introduced merely to facilitate reference and are not in the Statutory Rules]

Statutory Rules

1 Bishops may be allowed leave of absence either on medical certificate or on furlough

Leave on Medical Certificate

2 The amount of leave of absence on medical certificate admissible to a Bishop is limited to two years

3 Subject to the limitation in Rule 2, leave of absence may be granted to a Bishop upon medical certificate for a period not exceeding one year Leave so granted may be extended upon medical certificate to any period not exceeding eighteen calendar months

Furlough

4 The amount of furlough earned by a Bishop is one eleventh of the time during which he has been on duty, and the furlough due is the amount earned diminished by the amount taken

5 A Bishop may be granted furlough for not more than six months at a time, provided it is due, and provided also that he has not been absent on leave on medical certificate for thirty three calendar months and that for twelve calendar months he has not been absent on furlough But the second proviso may be waived so as to allow a Bishop once in his service to be granted furlough for not more than six months on urgent private affairs if that amount of furlough is due to him

6 *Cancelled*

Extraordinary Furlough

6A The Governor General in Council may grant furlough when not otherwise admissible under the rules for a period limited to three months, to the Metropolitan, or, on the recommendation of the Metropolitan and with the concurrence of the Government of Madras or Bombay, as the case may be to the Bishop of Madras or Bombay

charge of his office but he must not assume charge before the despatch from the Secretary of State appointing him is received in India Residence includes besides time spent on duty—

(i) Privilege and Subsidiary leave
(ii) Time passed out of employ in India otherwise than on leave

(b) "Service" includes "Residence" and also all time spent on leave of any description but no time before the beginning of "Res dence

No. 254.

Pages 156 and 157 Article 573

Substitute the following for this article —

573 (a) Residence (or Active Service) is reckoned, in the case of a Chaplain appointed in England, from the date of his arrival in India, and in the case of a Chaplain appointed while resident in India from the date on which he takes charge of his office, but he must not assume charge before the despatch from the Secretary of State appointing him is received in India Residence includes, besides time spent on duty,—

leave

to i

10 Ar —

each instance is to be made to the Bishop of lain is attached In the case of the Church of and report of arrival is made to the Presidency Senior Chaplain of the idency to which the Chaplain is appointed

Probationers

576 A Chaplain serves on probation for three years at the end of which he is if reported fit by a Medical Board in India and considered qualified by the Bishop of his Diocese (in the case of the Church of Scotland by the Presidency Senior Chaplain of the Presidency) confirmed as a Junior Chaplain Time spent in India on service under the Additional Clergy Society or on other approved service may be included in the period of probation. Probationary service which is passed under the Government counts in all cases towards leave and gratuity and if the Chaplain was appointed after the 17th March 1892 it also counts towards pension Probationary service, which is not passed under the Government, does not count towards leave or gratuity, but

No 4.

Page 158. Article 576

Insert the following at the end of the Note under this Article —

This condition does not apply in the case of the Church of Scotland Establishment

(6th Edition No 4 dated 1 7 10)

580 The amount of Furlough admissible to a Chaplain is limited to six years All the rules in this Section are subject to this limitation

581 The amount of Furlough earned by a Chaplain is one fourth of his ... (in the case of Chaplains appointed before the 29th

No. 319

Page 158, Article 583 —

Substitute the following for clause (a) (iii) of this Article —

(iii) that an interval of not less than eighteen months has elapsed between his last return from privilege leave of over six weeks' duration, and the furlough or privilege leave if any, with which the furlough is combined In the case of privilege leave combined with other leave which does not interrupt Continuous Service (Article 22), the period of eighteen months begins to run from the date subsequent to that of the end of the combined leave

(5th Edition No 319 dated 5-6-13)

duration

(iv) that the whole number of Chaplains absent on Furlough and Special leave do not exceed the limit appointed by the Government of India Except on medical certificate or on very urgent private affairs Furlough or Special leave may not be granted to a Church of England Chaplain if twenty per cent of the whole number of Chaplains belonging to his Diocese (or to a Church of Scotland Chaplain if twenty per cent of the whole number of Chaplains belonging to his Presidency) are already absent on Furlough or Special leave The Bishop of Calcutta will report to the Government of India when the limit is reached and the Bishops of Lucknow Lahore or Rangoon as the case may be to their respective Local Governments In the case of the Church of Scotland the Presidency Senior Chaplain Bengal Presidency will report to the Government of India and the Presidency Senior Chaplains of Madras and Bombay to their respective Governments

(*b*) Furlough taken under this Article may, on medical certificate, be extended to not more than three years

(*c*) The Furlough of a Chaplain is strictly limited to a period of three years at one time, and cannot be extended even without allowances But the Secretary of State reserves to himself the power of allowing a Chaplain to remain in Europe beyond three years, should special and exceptional circumstances require it

584 (*a*) To a Chaplain who has not rendered three years' Continuous Service, Furlough may be granted on medical certificate as follows —

- (i) if the Furlough due exceeds a year—to the extent due, not exceeding two years ,
- (ii) if the Furlough due does not exceed a year—for not more than one year

(*b*) Furlough granted for less than two years under clause (*a*) (i), or less than one year under clause (*a*) (ii) may, on medical certificate, be extended to the extent of the Furlough due not exceeding two years, or to one year, respectively

Furlough Allowances

585 (*a*) A Chaplain on Furlough is entitled to allowances as follows —

	Ordinary Furlough £	Other Furlough £
Archdeacon of Calcutta Madras, or Bombay, and the Presidency Senior Chaplain of the Church of Scotland at the same places	600 a year	480 a year
Senior Chaplain	500 ,	384 ,,
Junior Chaplain	350 ,,	300 ,,

An Archdeacon of Rangoon or Lahore draws no extra furlough allowance by reason of his office as Archdeacon

NOTE 1 —[A Junior Chaplain appointed a Senior Chaplain while on furlough is entitled to the higher furlough allowance specified in this Article from the date of such appointment]

NOTE 2 —[A Chaplain on probation while on furlough is entitled to the same furlough allowance as a Junior Chaplain]

(*b*) To a Chaplain proceeding on Furlough to England (not combined with privilege leave), an advance of the first quarter's allowances may be made, which advance is not recoverable in the event of his death

(*c*) Ordinary Furlough includes—

- (*i*) the first two years of each separate period of Furlough under Article 583 ,
- (*ii*) so much of Furlough under Article 584 as may be due Provided that the Chaplain has rendered six months' Continuous Active Service

A Chaplain on Furlough or Special leave does not forfeit his past leave allowances by resigning the service without returning to India

PART V.

586 A Chaplain returning from Furlough out of India is not granted an advance of allowances for more than thirty five days beyond the date of embarkation for India

Special Leave.

587 Special leave on urgent private affairs may be granted at any time for not more than six months

Provided that a Chaplain who has had Special leave must render six years' Active Service before he can again have such leave

588 For the first period of a Chaplain's Special leave he is entitled to the leave allowance admissible during ordinary Furlough In subsequent periods he is entitled to no leave allowance

Subsidiary Leave.

589 The Subsidiary leave of a Chaplain and the beginning and ending of his Furlough and Special leave are regulated by the rules in Chapter XIII

590 A Chaplain on subsidiary leave is entitled to the same allowances as during the leave to which it is subsidiary

591 A Chaplain may draw allowances as if he were on Privilege leave, for any part of his Subsidiary leave, for which, if he were not retiring from the service or going on furlough or on special leave, privilege leave would be admissible to him

Privilege Leave and Extraordinary Leave

592 Privilege leave may be granted—

(*a*) to a Chaplain appointed on or after the 29th July 1906, under the rules in Chapter XII

(*b*) to a Chaplain appointed before the 29th July 1906, as follows —

(*i*) After five months uninterrupted duty,—for not more than one month

(*ii*) After ten months' uninterrupted duty,—for not more than two months

(*iii*) After fifteen months' uninterrupted duty,—for not more than three months

NOTE.—[Time spent by a Chaplain in Kashmir under Foreign Department Order No 84, dated 13th March 1867, counts as time spent on duty, except for the purposes of this Article]

593 Privilege leave to the amount due may be prefixed as such to Furlough, Special leave on urgent Private Affairs, and Extraordinary leave without allowances, under the conditions prescribed in Article 233 Provided that when Privilege leave is so combined, the amount of the Privilege leave due shall be calculated under the rules in Chapter XII

594 In applying for Privilege[1] leave, a Chaplain must, except when the leave is combined with other leave under Article 593, record the declaration prescribed in Article 826

[1] An officer who has been granted privilege leave in combination with other leave is not permitted to resign the service until a period of at least six months has elapsed from the beginning of his combined leave

PART V.

No 350

Page 161 Article 596

Add the following at the end of this Article —

' , but during privilege leave taken in combination with furlough or other long leave he is not entitled to house rent '

(5th Edition No 350 dated the 10th June 1914)

leave may draw his special allowance (see Article 571) A officiating Archdeacon or Presidency Sen or Chaplain of the Church of Scotland may not during Privilege leave draw his Special allowance.

Page 161 Article 598

Substitute the following for this Article —

desires
[illegible]ment
or of
the Government of India according as his leave is taken out of or in India

(*b*) Should he, after duly obtaining *such permission*, accept a benefice, his Indian appointment will be deemed vacant on the expiry of his leave which may have been granted to him If he desires to retain his Indian resign the benefice after State and of the Bishop his doing so No extension of leave will under any circumstances be granted to a chaplain drawing leave or furlough allowances who has accepted a benefice in the United Kingdom, unless he has resigned the same before the expiry of such leave or furlough with the consent before mentioned

NOTE—In applying these orders in the case of a chaplain of the Church of Scotland the word Presbytery should be substituted for the words Bishop of the Diocese in the fifth line

(5th Edition No 213 dated 7 10-11)

599 Chaplains are entitled to pension according to the following scale —

Gratuity and Pension on Medical Certificate.

Chaplains appointed before 17th March 1892	£	s	d
	Per annum		
Seven years residence and over	127	15	0
Ten years residence and over	173	7	6
Fifteen years residence and over	29?	0	0

Chaplains appointed after 17th March 189?	£	s	d
Under ten years residence for each completed year a gratuity of	80	0	0
	Per annum		
Ten years and over a pension of	127	15	0
Thirteen years and over a pension of	173	7	6
Eighteen years and over a pension of	292	0	0

Retiring Pension

Chaplains appointed before 17th March 1892	Per annum £ s d	Chaplains appointed after 17th March 1892	Per annum £ s d
After 17 years' residence and 20 years' service .	365 0 0	After 20 years' residence and 23 years service	365 0 0

NOTE — (a) Gratuities are subject to a maximum of £800 and a minimum of £200

(b) The invalid pensions of £127 15 0 and £173 7 6 a year are admissible only after a trial of a temperate climate and upon a certificate from the Medical Board attached to the India Office that the officer is permanently unfit to serve in India

599A A non statutory Bishop of Lahore, Rangoon, Lucknow or Nagpur, not borne upon the ecclesiastical establishment previous to appointment shall be entitled to reckon as residence and service qualifying for retiring pension (but not for invalid pension) the number of completed years by which his age may at the time of appointment have exceeded 30 years, subject to the proviso that five years shall be the maximum period which can be so added

Compulsory Retirement

600 A Chaplain must retire after twenty five years' service, unless specially exempted by the Secretary of State, on the recommendation of the Governor General in Council, or if he belongs to the Madras or Bombay Establishment, of the Governor in Council of his Presidency

Leave after Completion of Period of Service

601 No leave, other than Privilege leave under Article 592, may be granted to a Chaplain who has completed twenty five years' service Leave other than Privilege leave granted to a Chaplain before completion of twenty-five years' service ceases to have effect on such completion

NOTE — Articles 600 and 601 do not apply to the Bishops of Lahore Rangoon Lucknow and Nagpur (See Article 570)

Section IV.—Ministers other than Chaplains.

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602 A Clergyman appointed under the orders of the Government to perform the duties of a Chaplain on the regular establishment is entitled to an allowance of Rs 100 a month

603 The allowances of a Clergyman (whether of the Additional Clergy Society or any other recognised Society) are regulated by the Local Government within an annual grant for each Government

PART V.

Chapter XXVIII—Military Officers.([1])

Section I.—Pay, Allowance, and Leave Rules.

Page 163. Article 605.

Insert before Note 1 the following Exception under this Article:—

Exception.—A Local Government cannot grant furlough or leave under the Military leave rules to a Military officer, who has no substantive appointment in the Civil Department but is holding only a temporary or officiating appointment in that Department, unless it is prepared *to re-employ him immediately on the expiry* of his furlough or leave.

(8th Edition, No. 188, dated 1-9-11)

...urlough or leave other than privilege leave, out of India to a Military Officer subject to the Military Leave Rules carries with it the grant of subsidiary leave under the provisions of Article 322.]

606 A Local Government may also grant Short Leave (under Civil or Military rules, as the case may be) to a Military Officer subject to the Military Leave Rules.

NOTE 1.—[This Article also applies to officers of the British Service employed in a Civil Department in India.]

Page 163. Article 607.

Substitute the following for the rule under this Article:—

... facto, ... ith no ... leave, ... y have

(8th Edition, No. 188, dated 1-9-11)

608 No leave can be granted, under the rules in Part III, to a Departmental Officer or Warrant Officer, except under Article 606.

tenable for fixed periods. provided that the department employing him certifies that there is a fair likelihood of his being brought on the permanent establishment of that department; otherwise he must immediately be returned to his regiment.

An officer so seconded must either return to his regiment at the end of five years, or be struck off its strength on retention in a department for any period beyond that term.—*Indian Army Circulars, Military Department, No 1451, dated 20th October 1880.*)

609 The allowances of a Military Officer subject to the Military Leave Rules during Subsidiary leave are regulated as if he were subject to the Civil Leave Rules Provided that—

(i) If under the action of the Leave Rules such an officer has lost his lien on his appointment, he draws allowances under Military Leave Rules during his Subsidiary leave

(ii) His allowances on Subsidiary leave must not be less than his allowances during the Furlough to which the leave is subsidiary

NOTE —[The subsistence allowance of a Military Officer subject to the Military Leave Rules is that prescribed in Article 108 (b)]

610 Subsidiary leave preparatory to his retirement from the service may be granted to a Military Officer subject to the Military Leave Rules, provided such leave does not vitiate his claim to retire on the date fixed

611 Whenever the Furlough of a Military Officer subject to the Military Leave Rules begins before embarkation or ends after disembarkation, the Audit Officer should inform the Government of India in the Military Department, and the account officer in charge of the officer's record of pension service of the date on which it begins or ends

Section II.—Compulsory Retirement from Civil Employ.

Ordinary Rules

612 (a) A Military or Naval Officer in Civil employ, after attaining the age of fifty five years, shall not, except for special reasons, with the sanction of the Secretary of State, retain his office or be appointed to any new office Provided that if such an officer has held his office for less than five years, he may for special reasons, with the sanction of the Government of India, be permitted to retain his office until he has held it for five years The term "office" in this Article includes an officiating appointment, and the currency of the period of five years is not interrupted by any subsequent temporary promotion to a higher appointment

NOTE —[When the sanction of the Secretary of State is required to the extension of the term of service of a Military Officer in Civil employ after attaining the age of 55 years it *should be obtained previous to the event. Sufficient notice must therefore always be given to* the Government of India in such cases to admit of a timely reference being made to the Secretary of State]

(b) The period of five years begins from the date on which the officer first takes up the office, whether substantively or temporarily Provided that, if temporary, he is confirmed without reverting to his substantive appointment, but the currency of the period is not interrupted by any subsequent temporary promotion to a higher appointment

Exception.—Medical Officers of the Administrative grades—namely, Surgeon Generals and Colonels—are not compelled to retire from the service until they attain the age of 60 years

613 The undermentioned officers cease to be in Civil employ on attaining the age of 55 years —

(a) Military Officers in the Survey of India, unless specially permitted by the Secretary of State, in the interests of the public service, to remain in the department for a further definite period,

(*b*) Officers of the Indian Medical Service below the rank of Colonel except Lieutenant Colonels who are granted extensions of service beyond the age of 55 years until they complete 30 years' service,

(*c*) Departmental Officers and Warrant Officers

614 On succession to the Colonel's allowance, a Military Officer (not holding an appointment the tenure of which is limited to five years) must vacate any Civil appointment which he then holds But, with the sanction of the Secretary of State in Council, he is eligible for re appointment or for employment in the same or any other appointment, at the discretion of the Government of India in the Military Department In such a case, his Civil pay will be reduced by the amount of his Colonel's allowance, which will be included in, and not given in addition to, his consolidated salary

Public Works Department.

615 A Military Officer in the Public Works Department or in the Engineering Department of State Railway, who on reaching the age of 50 years has not attained the rank of Superintending Engineer, will be liable to be called upon to vacate his appointment

616 Military Officers in the Public Works, Railway and Telegraph Departments cease to be in Civil employ on attaining the age of 55 years

617 A Military Officer serving in the Public Works or Railway Department must vacate absolutely any appointment he may hold in that Department on succession to the Colonel's allowance

618 *Omitted*

619 (*a*) Article 616 applies to officers of Royal Engineers serving in the Public [illegible]

(*b*) Off[illegible] who have attained or hereafter may attai[illegible] must vacate their appointments in the Public Works and Railway Departments But if an officer at the time of so vacating office is a Chief Engineer, 1st class, or holds a post carrying that rank, he may be continued in the position which he had been required to vacate, for the remainder of the term of five years referred to in clause (*c*), unless in the meantime he must vacate office by some other regulation Officers of the Royal Engineers holding rank below that of Chief Engineer, 1st class, vacating office under this rule are not ordinarily eligible for re appointment to the Public Works or Railway Department, but exceptions to this rule may, at the discretion of the Government of India, be made in the case of officers who, on account of specially accelerated Military promotion for distinguished service in the field have reached the rank of Major General without attaining the departmental rank of Chief Engineer, 1st class

(*c*) No Chief Engineer of the Corps of Royal Engineers shall, without re appointment, hold the same post for more than five years

(*d*) The foregoing rules are applicable to officers of Royal Engineers who hold the post of Secretary or of Deputy Secretary to the Government of India in the Public Works Department

NOTE —[The period of five years referred to in clause (*c*) begins to run from the date on which the officer first becomes entitled to draw the full pay of the appointment whether holding the appointment substantively or only in an officiating capacity provided that, if officiating he is confirmed in the appointment without a break of service]

PART V.

Leave after Completion of Period of Civil Employ.

620 (*a*) No leave but privilege leave may be granted to a Military Officer in Civil employ, whether subject to the Civil or Military Leave Rules, or to any Naval Officer who is more than 55 years old Any leave, other than privilege leave, granted in the Civil Department to a Military or Naval Officer in Civil employ before he is 55 years old ceases to have effect on his fifty-fifth birthday, on which date he reverts to Military employ The absentee allowances of a Military Officer in Civil employ on leave other than privilege leave become a Military charge, and he becomes subject to Military Rules on his fifty-fifth birthday, whether his leave was granted in the Military or the Civil Department

NOTE.— In the case of a Military or Naval Officer in Civil employ, who reverts to Military employ under the operation of the rules, in this section, privilege leave cannot be granted at the end of his service in the Civil Department for any period which will expire within the three months previous to his reversion

(*b*)
namely,
may be,

Chapter XXIX.—Civil Veterinary Department.

NOTE —[The rules contained in this chapter apply only to those officers of the Civil Veterinary Department who were transferred to it from the Army Veterinary Department]

Acting Allowance and Leave Rules.

621 Officers officiating in the Department draw the pay of their Military rank *plus* half the Civil allowance attached to that rank

622 The leave and leave allowances of Civil Veterinary Officers are regulated by the rules in Chapter XIII applicable to Military Officers subject to the Civil Leave Rules, with the following special conditions —

(*a*) Officers on ordinary furlough draw half the pay of their Military rank *plus* half their Civil allowances

(*b*) Civil Veterinary Officers are treated in applying the rules mentioned, as if they had, before entering the Civil Department, been subject to the leave rules for the Staff Corps (1886) from the date of their arrival in India

NOTE 1 —[For the purposes of this rule, the date of arrival in India must be held to be the date of arrival on the last tour of service]

NOTE 2 [illegible]

Pension Rules

623 The pension rules of the Civil Veterinary Department are as follow :—

(*a*) No officer becomes qualified for pension under the scale fixed for the Department until he has rendered ten years' service in it

(b) Pensions are granted at the rates prescribed for the Army Veterinary Department by the Army Regulations in force for the time being plus an addition made on the following scale —

	£
After 10 years' service in the Civil Veterinary Department	72 a year
„ 15 „ „ „ „	96 „
„ 20 „ „ „ „	120 „

(c) Leave, apart from privilege leave, counts as service qualifying towards pension to the extent of two months for every year of actual service

(d) Retirement is optional after twenty years' service and allowed on medical certificate after fifteen years' service An officer, other than the Inspector General, who resigns the Civil Veterinary Department before retirement, forfeits all claims to pension under the scale fixed for the Department

The pension of the Inspector General, if he has qualified under clause (a), is at the rate of £700 a year after three years' tenure of office Should an officer have completed five years' tenure of the post of Inspector General before having rendered ten years' service in the Department, he is eligible for a pension of £600 a year

Officers retiring before having completed ten years' service in Civil employ are dealt with under Military rules for pension or gratuity In the case of an officer invalided before completing ten years' service in the Civil Veterinary Department, the gratuity or pension earned by him under Military rules is increased in the same proportion as the total Civil allowances bear to the total Military allowances earned by him during his period of service in India

NOTE.—[Previous service in an appointment absorbed in the Civil Veterinary Department counts as service rendered in that Department for the purposes of this rule]

624 The rules in Chapter XXVIII relating to the retirement of Military Officers in Civil employ upon attaining the age of 55 years apply to Army Veterinary Officers in the Civil Veterinary Department

625 *Cancelled*

Family Pensions

626 The family of a Civil Veterinary Officer recruited from the Veterinary Staff of the Army are eligible for pension under the provisions of the Royal Warrant, "Pay and Non effective Pay," applicable to the families of Army Veterinary Officers

Chapter XXX —Civil Engineers and Telegraph Officers

Section I —Pay and Leave Allowances.

627 The rules in this Chapter apply, to the extent stated in the several Articles, to the following officers —

(a) Officers of the Public Works Railway and Telegraph Departments appointed from the Royal Indian Engineering College at Coopers Hill

(*b*) Stanley Engineers

(*c*) Other Civil Engineers and Telegraph Officers appointed by the Secretary of State

(*d*) Indian College Engineers appointed in India

(*e*) Other Civil Engineers not of purely Asiatic descent appointed in India

Note —[Section III of the Chapter applies not only to the Civil Engineers and Telegraph officers enumerated in the Article but also to the following classes —

(*a*) Superior Civil officers of the Telegraph Department not included in clauses (*a*) and (*c*),

(*b*) Civil Engineers of the class described in clause (*e*) who are of pure Asiatic descent]

Commencement of Service

628 If a Coopers Hill Engineer lands in India on or before the 1st December of the year in which he passes out of College, his service counts from the preceding 1st October, unless another date should be specified in his letter of appointment.

629 If a Coopers Hill Engineer is, after completing his three years' residence at College, required to go through a course of practical engineering in England under a Civil or Mechanical Engineer, his service, unless another date should be specified in his letter of appointment, will reckon from the commencement of the practical course, or from such later date as will be consistent with the regulation that he may count as service towards pension the time spent on such practical course to the extent of one year only

630 The service of a Coopers Hill Engineer, whose case is not provided for in Article 628 or 629, and who does not land in India by the 1st December, and that of any other Civil Engineer appointed by the Secretary of State, counts from the date on which he lands in India

631 The service of an officer appointed, to the Telegraph Department after training or competitive examination, by the Secretary of State, begins as follows —

(*i*) If appointed after competitive examination, from date of covenant

(*ii*) If appointed after training at Coopers Hill from date of sailing of vessel selected by the Secretary of State, or 1st October in the year of passing out of the College, whichever is named in his letter of appointment, provided that he reaches India within two months of that date or other approximate date named in his letter of appointment, otherwise from date of arrival in India

632 The service of an officer appointed in India begins ordinarily from the date on which he takes charge of the office to which he is first appointed

Rules regarding Pay and Allowances and Leave

633 Unless there be something repugnant in the subject or context, the rules in Part II govern the pay and allowances of officers to whom the

rules in this Chapter apply, the acting allowance rules applicable to them being those in Chapter VI

634 The Civil Engineers and Telegraph Officers whose leave is regulated by the European Service Leave Rules (Chapter XIII) are enumerated in Article 297, clauses (c) and (e) The leave of all other officers is regulated by the Indian Service Leave Rules (Chapter XIV)

Section II —Pension Rules

635 The rules in this Section apply to all officers of the classes described in clauses (a) to (c) of Article 627

NOTE.—[The rules in Article 643 apply to classes of officers of the Public Works Railway and Telegraph Departments.]

636 The pensionary claims of Indian College Engineers and of other Civil Engineers (whether of purely Asiatic descent or not) appointed in India, and of Telegraph Officers not included under clauses (a) and (c) of Article 627, are governed by the ordinary rules in Part IV But in the case of officers of this class who may rise to the rank of Superintending Engineer, or in the Telegraph Department, of Superintendent, 1st grade, or in the Indo European Telegraph Department, of Director, the Government of India will be prepared to consider favourably their admission to the pension rules, including those contained in Article 642, applicable to the officers specified in Article 635

Provided that Civil Engineers and Telegraph Officers who are members of the Provincial Services of the Public Works Railway and Telegraph Departments are not eligible for the concession described in this Article

1 The concession made under this Article do not affect the operation of the rules which determine the age from which qualifying service begins

637 The Government of India may, on special grounds, recommend for sanction of the Secretary of State the grant of an invalid pension on the scale below to an officer belonging to the classes referred to as appointed in India in Article 627, provided that he be not of purely Asiatic descent This Article does not apply to officers of the Provincial Service

Not less than Rs 1 000 or more than Rs 2,000 a year —

If the qualifying service of the officer be not less than—	*Forty fifth part of the officer's Average Emoluments*
10 years	10
11 "	11
12 "	12
13 "	13
14 "	14

638 Unless there is something repugnant in the subject or context the rules of Part IV apply to officers defined in Article 635, but they are modified in the points noted in the following Articles

639 The rule which excludes service under the age of twenty years does not apply to the officers defined in Article 635 or to Indian College Engineers

PART V

640. Privilege leave and Subsidiary leave count as service Other leave counts to the extent stated in Article 408

641. The following special scale of pensions is admissible to the officers defined in Article 635 —

(*a*) After a service of less than ten years, an invalid gratuity on the scale laid down in Article 474 (*a*)

(*b*) After a service of not less than ten years, an invalid pension not exceeding the following amounts —

Years of completed service	Scale of Pension	Maximum limit of Pension. Rs		Rs	
10	20 sixtieths of Average Emoluments	1 000	a year or	83⅓	a month
11	21 " " "	1,400	"	116⅔	"
12	22 " " "	1,800	"	150	"
13	23 " " "	2 200	"	183⅓	"
14	24 " " "	2,600	"	216⅔	"
15	25 " " "	} 3 000	"	250	"
16	26 " " "				
17	27 " " "				
18	28 " " "				
19	29 " " "				

(*c*) After a service of not less than twenty years, a retiring pension not exceeding the following amounts —

20 to 24	} 30 sixtieths of Average Emoluments	4 000	a year or	333⅓	a month
25 and above		5,000	"	416⅔	"

Special Additional Pensions.

642 One or other but not both of the following special additional pensions over and above those allowed in Article 641 may be granted by the Local Government to officers of the classes specified in Article 635, limited in the case of the Engineer Establishment to those appointed not later than 1898 and of the Telegraph Department to those appointed not later than 1897, as rewards of approved service in the responsible positions mentioned below —

(*a*) *Additional pensions of Rs* 2,000 *per annum to those who have served three years as—*

(*i*) Chief Engineers, or officers who may have been graded as such

(*ii*) Director General, or Deputy Director-General of Telegraphs

(*iii*) Managers, North Western, Oudh and Rohilkhand and Eastern Bengal State Railways

NOTE [illegible] years' [illegible] may, [illegible] bears [illegible] vice in [illegible]

(*b*) *Additional pensions of Rs* 1,000 *per annum to those who have served three years as—*

(*i*) Superintending Engineers

(*ii*) Director of Construction; Director of Traffic, Deputy Director of Construction; Deputy Director of Traffic, or Chief Superintendent in the Indian Telegraph Department

PART V.

(iii) Directors of the Persian and Persian Gulf Telegraphs in the Indo-European Telegraph Department.

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NOTE 2 ...

642 are not admissible, the following special additional pensions may be allowed by the Local Government:—

Additional pensions of Rs. 1,000 *per annum* to those who have rendered not less than three years of effective service in the following appointments, provided that in each case during such service the officer has shown such special energy and efficiency as may be considered deserving of the concession. In the case of officers entering Government service after the 31st December 1903, the grant of the additional pension is subject to the further condition that they must, in the event of voluntary retirement, have completed twenty-eight years of qualifying service. Voluntary retirement for the purpose of this rule should be taken as retirement under Articles 464 and 465.

Secretary to the Government of India, Public Works Department.

No. 339.

Page 171, Article 643—

Delete the entry "Officers graded as Chief Engineer . ... in foreign service" under this Article.

(5th Edition, No 339, dated the 2nd February 1914.)

Bombay (2) .	Ditto	ditto ditto ditto
Bengal (2) .	Ditto	and Secretary, Buildings and Roads Branch [illegible] Irrigation Branch.
United Provinces (2)	Ditto	and Secretary, Buildings and Roads and Irrigation Branches.
Punjab (3) .	Ditto	and Secretary, Buildings and Roads Branch, and Chief Engineer and Secretary and Chief Engineer [illegible] ecre tary, Irrigation Branch.
Burma (2) .	Ditto	and Secretary, and Chief Engineer and Joint Secretary, Public Works Department
Eastern Bengal and Assam (1)	Ditto	ditto Public Works Department

Director-General of Telegraphs in India

No. 5.

Page 172 Article 643.

For the entry "Deputy Managers, Traffic Superintendents . State Railway Revenue Establishment" under this Article substitute the following:—

"Traffic Superintendents, Locomotive Superintendents and Deputy Managers in Class 1 of the State Railway Revenue Establishment on pay exceeding Rs. 1,500 a month"

(8th Edition No 5, dated 1 7 10)

644 (a) An officer who holds a qualifying appointment substantively counts all active service, whether in the appointment or on deputation or special duty, and also periods of privilege leave taken by him during his incumbency of the appointment Periods of leave, other than privilege leave, do not count.

(b) All officiating and temporary service counts, except periods during which an officer officiates for another absent on privilege leave

645 The following officers of the Indo-European Telegraph Department are subject to the pension rules in this Section for officers of the Public Works Department —

LEACH, E A KELLY, J H C

1 Officers of the Indian Telegraph Department, who may be transferred to the Indo-European Telegraph Department, retain the pensionary privileges of their own department

Section III—Compulsory Retirement

646 The tenure of the appointment of Director General of Telegraphs is limited to five years Extensions of this term can be sanctioned by the Secretary of State alone

647 No Chief Engineer of the Engineer Branch of the Public Works or Railway Department, nor any officer of corresponding rank in the Superior Revenue Establishment of State Railways or in the Superior Accounts Establishment of the Public Works Department, nor any officer holding the office of Secretary or Deputy Secretary to the Government of India in the Public Works Department, can, without re-appointment, hold the same post for more than five years

NOTE.—[The period of five years referred to in Articles 646 and 647 begins to run from

PART V,

648 The following rules apply to officers, whether Civil or Military, holding the appointments enumerated below —

Secretary to the Government of India, Public Works Department
Accountant General, Public Works Department
Chief Engineers, Class I, who have held one appointment with that rank *for five years continuously*
Director General of Telegraphs

(1) An officer who is granted a special extension of time in any high appointment in the Public Works, Railway or Telegraph Department, the tenure of which is limited by rule, shall not be allowed any leave during such extension except Privilege leave, and, should longer leave be necessary on account of ill health, urgent private affairs, or other cause, the extension shall, *ipso facto*, cease from the departure of the officer on such leave

(2) An officer who has served his full time in any of the above appointments, who is not given an extension, and for whom no other suitable appointment is available, or who vacates his appointment under rule (1), may be allowed any leave admissible under rule

(3) Appointments vacated under the above rules will be treated as substantively vacant from the date of commencement of furlough whether taken by itself or as combined leave

649 Any Civil Engineer of the Public Works Department or in the Engineering Department of State Railways who, on reaching the age of 50 years, has not attained the rank of Superintending Engineer, will be liable to be called upon to retire

650 All Civil Engineers in the Public Works and Railway Departments, Civilian Under and Assistant Secretaries in the Public Works Secretariat of the Government of India, or of a Local Government or Administration, and Civilians in the Superior Accounts Branch of the Public Works *Department, in the Superior Railway Revenue Establishment, and in the* Superior Establishment of the Telegraph Department, are required to retire on attaining the age of 55 years

NOTE —[The above rule is applicable to all Civilians of the several establishments named, whatever the source of their appointment may be]

Chapter XXXI.—Law Officers.

651 In this Chapter unless there is something repugnant in the subject or context the term "Law Officer" includes—

An Advocate General, a Standing Counsel, the Administrator General at Madras, an Official Trustee, an Official Assignee
A Receiver of a High Court, an Officer of a High Court who holds an appointment which by law can be held only by a Barrister
A Secretary in the Legislative Department to a Local Government
A Remembrancer or Deputy Remembrancer of Legal Affairs

A Government Advocate, or Assistant to the Government Advocate in Burma, and the Junior Government Advocate in the Punjab
A Clerk of the Crown , a Government Solicitor , a Government Pleader
A Government Prosecutor , the Assistant Secretary to the Government of Bengal in the Legislative Department

652 The leave of absence and acting allowances of a Law Officer who is a member of the Indian Civil Service, or a Statutory Civil Servant, are regulated by the rules applicable to the service to which the officer belongs.

653 A Government Pleader or Government Prosecutor is entitled to such leave of absence and allowances when on leave, and to such acting allowances as the authority who appoints him may think fit to grant, provided that no extra expense be caused to the Government

Officers on full time Salaries

654 The leave of absence and acting allowances of a Law Officer who is not a member of the Indian Civil Service, or a Statutory Civil Servan or a Government Pleader, or a Government Prosecutor, but whose pay i fixed, and whose whole time is retained for the service of Government, ar regulated as if he were a member of the Indian Civil Service

7 NOTE —~~[See the rule under Article 546]~~

Officers retained on fixed Allowances

655 The leave of absence and acting allowances of a Law Officer who is not a member of the Indian Civil Service, or a Statutory Civil Servant, or a Government Pleader, or a Government Prosecutor, whose pay is fixed, but whose whole time is not retained for the public service, are regulated by the following rules —

Active Service

1. "Active Service" includes, besides time spent on duty, leave of absence taken under Rule 3, and Subsidiary leave of absence taken under Rule 8

Application

An application for leave of absence must be submitted through the officer who passes his pay to the authority to whom the officer is directly subordinate

Leave during Vacation

3 Leave of absence during the vacation of the High or Chief Court within whose jurisdiction the officer serves may be granted without deduction of pay, provided that no ex pense be caused by the grant of such leave

Medical Certificate

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[illegible] rco

Private Affairs

6 Leave of absence on private affairs for a period not exceeding six months may be granted once only to an officer who has rendered six years' "Active Service"

PART V

Furlough

7 After four years' "Active Service," Furlough without pay, *but with* retention of appointment, may be granted for a period not exceeding one year.

Subsidiary Leave

8 In very urgent cases, Subsidiary leave of absence may be granted under Chapter XIII, provided that no expense be caused by the grant of such leave

Commutation of Leave

9 Excepting Subsidiary leave, no kind of le
any other kind of
changed for any

Commencement and Termination of Leave

10 If an officer who has obtained leave of absence makes over charge of his office

day before he resumes charge

Leave Allowances

12 An officer while on leave under Rule 4, 5, or 6, is entitled to half pay Provided that his maximum leave allowance shall be, if paid in India, Rs 833⅓ a month, and if *paid* at the Home Treasury £250 a *quarter*

NOTE.—[An officer
health is entitl
should be subs

No. 338.

Page 175, Article 655—

Substitute the following for clause (*b*) (*i*) of Rule 13 under this Article:—

"(*b*) Provided that—

(*i*) The minimum salary of a Standing Counsel at Calcutta is Rs 1,000 a month, and that of Assistant Legal Remembrancer, Punjab, Rs 450 a month"

(5th Edition No 338 dated the 2nd January, 1914)

...to Rule 14 under this Article :—

NOTE —[The Government of India may, in special cases increase the allowance under this rule to an amount not exceeding the full pay of the appointment]

(5th Edition, No. 26, dated 1 10-10)

PART V.

Officers paid by Fees

656 Leave may be granted under the rules in the preceding Article to a Law Officer who is paid by fees, whether his whole time be retained for the service of Government or not, on condition that he makes such arrangements for the performance of his duties as are satisfactory to the authority by which he is appointed, and on condition that, in case of his obtaining leave on private affairs under rule 6, the officiating officer shall receive the whole of the Fees attached to the office

Other Officers

657 An officiating Law Officer, who is not subject to the foregoing rules, draws, as acting allowance, the difference between the allowance attached to the appointment and the portion of it drawn by the absentee for whom he officiates Provided the maximum salary (see Article 96) is not exceeded

Extraordinary Leave

658 Extraordinary leave under Article 332 may be granted to the officers in this Chapter

Chapter XXXII.—State Railway Establishments.

Section I.—Revenue Establishments.

Classification of Service

659 In the State Railway Revenue Establishment the different classes of service are as follow —

(a) *Permanent pensionable*—that is, service in all permanent appointments made before 1st September 1881, and service of officers, such as Civil Engineers and members of the Engineer and Upper Subordinate Establishment, who may be transferred to the Revenue Establishment, as Managers, etc, even after 31st August 1881

The service of an officer in the Traffic Department (appointed before 1st September 1881), before he passed the test examination, does not qualify

NOTE 1—[If after 1st September 1881 it is considered advisable to employ on a State Railway any permanent servant of the State whose transfer is not covered by this clause, the case must be specially referred to the Government of India.]

NOTE [illegible]
competent [illegible]
work in th[illegible]
exceed by [illegible]
able status.

(b) *Permanent non-pensionable,*—that is, service in all permanent appointments made after 31st August 1881, except as allowed for in clause (a)

PART V

(c) *Temporary*,—that is, service in appointments made from time to time for periods not exceeding twelve months according to the requirements of traffic

(d) *Special service*,—that is, service of engine drivers, firemen and mechanics, etc under covenant with the Secretary of State, or who on the expiry of the term of their covenant, have renewed their engagement under a covenant with the Government of India

660 A subordinate officer transferred before 1st September 1881 from the temporary to the permanent Revenue Establishment of a State Railway may, with the sanction of the Local Government, count towards pension the whole or a part of so much of his temporary service as immediately preceded his qualifying service, without interruption

Ordinary Leave Rules.

661 (a) Leave on medical certificate with half pay to the extent of sixty days in any calendar year may, in addition to any leave admissible under the Indian Service Leave Rules in Part III, be granted at the discretion of the Manager, to drivers and other subordinate employés of the State Railway Revenue Establishment, whose service is classed as *Permanent "pensionable"* or *"non pensionable"* under clauses (a) and (b) of Article 659, and who are not employed exclusively on in door work, provided the illness has not been caused by the man's misconduct

(b) It may be granted without prejudice to Privilege leave and in continuation of Privilege leave, or *vice versa* (*See also Rule* 1 *under Article* 260)

(c) The leave thus granted is included in the leave to which the limit of three years prescribed in Article 336 applies

662 Leave to members of superior and subordinate State Railway Revenue Establishments classed as "pensionable" or "non pensionable" under Article 659, clauses (a) and (b) other than those referred to in the preceding Article, is governed by the ordinary leave rules for European or Indian Services (as the case may be) laid down in Part III

Special Service Leave Rules

663 Members of subordinate State Railway Revenue Establishments whose service is classed as "special" under clause (d) in Article 659, may be allowed leave as follows at the discretion of the Manager —

(a) Privilege leave on full pay to the extent of one month in twelve irrespective of the conditions laid down in Article 260 Any subordinate may, however, be permitted to exercise the option of allowing his privilege leave to accumulate up to three months under the usual conditions

(b) Leave on medical certificate on half pay to the extent of sixty days in one calendar year provided that the illness has not been caused by misconduct This leave may be granted without prejudice to privilege leave and in continuation of privilege leave or *vice versa* (*See also Rule* 1 *under Article* 260)

(c) In the case of deserving men the Manager may extend the leave on medical certificate admissible under clause (b) to a maximum of six months in one calendar year

664 The Manager may grant furlough according to the following scale to any of the officers mentioned in the preceding Article who can be conveniently spared —

(a) A first furlough for a period not exceeding—

12 months after 7 years' service
14 ditto 8 ditto
16 ditto 9 ditto
18 ditto 10 or more ditto

(b) A second or subsequent furlough for a period not exceeding—

6 months	after 3 years' further service,			dating from the expiration of the previous furlough, or sick leave
8	ditto	4	ditto	
10	ditto	5	ditto,	
12	ditto	6	ditto	
14	ditto	7	ditto,	
16	ditto	8	ditto	
18	ditto	9	ditto	

(c) The period of service upon which furlough may be granted is to be exclusive of time spent on leave of absence of any kind whatever except privilege leave No second or subsequent furlough shall be granted till after a further actual service of three years commencing from the date of the expiration of the previous furlough and no single furlough shall be granted for a longer period than eighteen months

(d) An officer on furlough is entitled to half the substantive pay of his appointment, excluding all allowances, except personal allowances

NOTE.—[An officer compelled to take furlough or leave on medical certificate out of India owing to ill health is entitled to the benefits of Article 342 In applying that Article the term 'pay' should be substituted for salary]

(e) The service towards first or subsequent furlough is not cancelled by the grant of sick leave but an interval of three years of service must elapse between the return of an officer from sick leave lasting more than sixty days and the grant of any furlough that may be due to him

(f) When an officer has earned either first or subsequent furlough, if from any cause it may be found inconvenient to grant him the whole of the furlough earned, an instalment may be granted leaving the balance at his credit to be taken when convenient, subject, however, to the maximum limit of eighteen months prescribed above

Leave in Consequence of Accidents

665 To *subordinates on salaries not exceeding Rs 250 a month, leave* in India on full pay may be granted by Managers of State Railways in addition to any leave otherwise admissible for the period during which they may be absent from duty for medical treatment in consequence of accidents met with in the execution of duty, subject to a limit of six months and to record

in the minutes of official meetings The period of absence is treated entirely as duty and does not interrupt privilege leave or deprive the absentee of any allowance of the character of salary or local allowance

Labourers.

666. Labourers in State Railway workshops employed upon daily wages when temporarily absent from work in consequence of injuries sustained while on duty in workshops, etc , may, under the authority of the Managers of the State Railways concerned, be granted allowances, during their absence, as under, the amount not to exceed—

(i) fifty rupees, (ii) one month's pay, (iii) (in cases where the absence is less than a month) the pay which the absentee would have earned during the period of leave if he were present on duty

Recovery of Advances.

667 (*a*) Advances whether made in India (*see Articles* 64 *to* 66) or by the Home Government should be recovered by monthly instalments of one-third salary except in the case of Covenanted Mechanics, Boiler Makers, etc from whom the recoveries shall be in monthly instalments of one sixth salary

(*b*) In the case of Covenanted Engine Drivers the recovery should be made in such a manner as will ensure their receiving in any month not less than Rs 25, exclusive of overtime or other allowances

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Section II —Lower Subordinates and Office and Petty Establishments on Lines under Construction or Survey

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668 Subject to the exception noted below, the service of all Lower Subordinates, Sub Storekeepers, and members of the Office and petty Establishment, appointed to or engaged for lines under construction or survey, *on or after the 21st July 1880, is non pensionable*

Exception —The pensionable service of officers who, before the 21st July 1880, were [illegible] railways under construction will continue to enjoy their were on that date engaged,

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Section III.—Other Offices.

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669 The services of all clerks appointed after the 31st January 1889 to all Consulting Engineers' and Port Store keepers' Offices, and of all Accountants and clerks appointed after the 16th July 1889 to any of the Offices of Examiners of Guaranteed Railway Accounts, do not qualify for pension unless transferred from a permanent pensionable post

No. 79.

Page 180 Article 670.

Substitute the following for this Article :—

670. For the purposes of the Leave Rules, the pay of the several grades of the Service shall be taken to be as follows.—

	Rs	
Branch Pilot . .		
Master Pilot . . .	1,000	a month
Mate Pilot appointed before 1st October 1894 . .	700	"
Mate Pilot appointed with effect from 1st October 1894	450	"
	400	"

	Rs		
1st Mate Leadsman passed as Mate Pilot after 1st September 1894 .	175	a month	
1st Mate Leadsman .	160	"	
2nd Mate Leadsman	135	"	Without exchange Compensation Allowance.
Leadsman Apprentice . .	107	"	

(4th Edition No 79 dated 3-1-11.)

service, two years, and after every subsequent eight years ... allowance of half the average pay for the last three years Provided that no Furlough can be granted to an officer who has taken leave on medical certificate until three years after his return from leave on medical certificate, or to an officer who has taken privilege leave of over six weeks' duration until 18 months have elapsed between last return from such leave, and the furlough, or privilege leave, if any, with which the furlough is combined

If a portion of an instalment is taken, the remainder may be added to any later instalment Provided that not more than two years' furlough may be taken at one time

NOTE.—[An officer compelled owing to ill health, to take leave out of India under Article 671, 672 or 673, is entitled to the benefits of Article 312 In applying that Article the word "pay" should be substituted for the word "salary"]

Leave on Medical Certificate

672 Leave on medical certificate may be taken to the extent of three years during the whole period of service, but not for more than two years at a time, and not more than twice out of India Such leave cannot be taken for more than one year, except after three years' continuous service immediately preceding Leave on medical certificate cannot be counted as service for furlough, and no leave on medical certificate can be taken while any furlough is due An officer on leave under this Article is entitled to half his average pay for the first fifteen months of each period of such leave, but not for more than thirty months in all For the rest of his leave under this Article he is entitled to a quarter of his average pay The minimum furlough allowance during leave on medical certificate to the officer to whom any allowance is due shall be—

	Rs	
In the case of a Branch Pilot, Master Pilot, and Mate Pilot	100	a month.
In the case of a Mate Leadsman and Leadsman Apprentice	50	"

Special Leave and Extraordinary Leave

673 (*a*) Special leave on urgent private affairs may be granted at any time for not more than six months Provided that an officer who has had Special leave must render six years' Active Service before he can again have such leave

(*b*) For the first six months for which an officer is on Special leave, whether the six months be included in the same leave or not, he is entitled to a leave allowance of half his average pay for the last three years

(*c*) Thereafter he is entitled to no leave allowance

674 Extraordinary leave may be granted under Article 332

Subsidiary Leave

675 Subsidiary leave on the terms and conditions prescribed in Articles 321 to 331 may be prefixed and affixed to furlough, leave on medical certificate, and special leave on urgent private affairs, taken out of India

Privilege Leave

676 (*a*) Privilege leave may be taken either under the ordinary rules or

(*b*) For a period of two months in every twelve, on half pay (which cannot be accumulated) on a medical certificate showing that the applicant requires through sickness more leave than he could take under the ordinary Privilege Leave Rules When such leave is taken in extension of ordinary Privilege leave, the period of ordinary Privilege leave first taken under clause (*a*) must be commuted to double the period on half pay under this clause Leave taken under this clause is reckoned as Active Service but it cannot be combined with other leave under Article 233, and if it is extended under medical certificate, the whole of the leave is treated as leave on medical certificate under Article 672

(*c*) The leave authorised in clause (*b*) may be taken in instalments, but a Pilot may not take leave under clause (*a*) either by itself or combined with other leave under Article 233 for eleven months after his return to duty from his last leave taken under clause (*b*)

Leave after Superannuation Age

677 A Pilot is eligible after he attains the age of 55 years for privilege leave and for any special leave on urgent private affairs to which he may be otherwise entitled No leave, other than privilege leave or special leave granted to a Pilot before his fifty fifth birthday, has effect after that date

Section II —Pension Rules

Retiring Pension

678 After an actual service of thirty years in India a Pilot is entitled to a Retiring pension according to his rank, as follows —

	Rs
Branch Pilot	200 a month
Any lower rank	100

Invalid Pension

679 Upon a certificate (in the form prescribed in Article 445 or 447 as the case may require) of incapacity for further service from the Medical Board at the India Office or from the Administrative Medical Officer in Calcutta or from a Medical Committee over which the Administrative Medical Officer should when practicable preside a Pilot is entitled to an Invalid pension according to his rank as follows —

	Rs
Branch Pilot	200 a month
Master	100
Mate	60
Leadsman Apprentice (1) Appointed before 3rd Oct 1909	30
Leadsman Apprentice (2) Appointed on or after ditto	A gratuity on the scale laid down in Article 474 (a)

680 A Pilot retiring on an Invalid pension while absent on leave in England or in the Colonies will receive the pension of the rank which he held when his leave began unless he have been promoted within twelve months from that date in which case he will receive the pension of the rank to which he has been thus promoted

Superannuation Pension

681 A Pilot who has attained the age of 55 years may be required to retire unless the Local Government considers him efficient and permits him to remain in the service But as the premature retirement of an efficient officer imposes a needless charge on the State the rule should be worked with discretion A Pilot who has attained the age of 55 years may not at his option retire from the service on a Superannuation pension In every case the question whether retirement should be allowed is one for settlement by the Local Government

682 The scale for Superannuation pensions is the same as that laid down in Article 679 for Invalid pensions

Section III —Family Pension Rules

Contributions

683 (a) Members of the Bengal Covenanted Pilot Service other than those described in clause (b) must make the following monthly contributions towards the cost of pensions for their widows and orphans —

	Rs		Rs
Branch Pilot	40	Mate Pilot	10
Master	20	Leadsman Apprentice	4

(*b*) The Pilots whose names are entered below, by monthly contribution of Rs 16 each, secure for their widows pensions of Rs 100 a month, and full pension for their children —

Anderson G M	Hudson E F	Williams, W R
Christie, J	Raynor E T	

Amount of Pension

684 Pensions are granted to the widows of Pilots married before their husbands retired on pension from the Service at the following monthly rates —

	Rs		Rs
(i) The widow of a Branch Pilot	100	The widow of a Leadsman	
(ii) " " Master "	50	Apprentice	15
(iii) " " Mate "	30		

685 Pensions are granted at the following monthly rates to the children *of Pilots of all ranks by wives married before their husbands retired on pension* from the service —

(*a*) To each son until the age of fifteen years	Rs 12
(*b*) daughter until the age of ten years	" 14
(*c*) " , over the age of ten years until marriage	20

686 A wife married to a Pilot after his retirement on pension from active service and her children are entitled to no pension

Miscellaneous Rules

687 To entitle widows and orphans to pensions Pilots must forward to the Port Officer certificates of their marriage and of the births and baptisms of their children within a month of the oc[illegible] thereof Notices of death

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690 If a widow pensioner marries, her pension ceases during her coverture, but in the event of her again becoming a widow, she is readmitted to the pension to which she was entitled during her first widowhood unless her second husband was a member of the Pilot Service and at his death of a higher grade than her first husband, in which case she is entitled to the pension of the higher rank

PART V.

691 No widow who may have been legally divorced or separated from her husband for adultery, or who, at the period of her husband's demise, may have quitted his protection and be living in a state of notorious adultery, though not divorced or separated from him by law, or who, after her husband's decease may be living in a notorious state of incontinence, and no female orphan living in such a state shall be entitled to receive, or continue to receive, any pension under these rules

Section IV —Rate of Exchange for Pensions

692 (*a*) The pension of a Pilot who was in the service prior to the 30th August 1883 if drawn in England or in the Colonies, is payable at the rate of 1*s* 11*d* per rupee

(*b*) The pension of the family of a Pilot who was in service on the 15th September 1881, if drawn in England or in the Colonies, is payable at the rate of 1*s* 11*d* per rupee

(*c*) The pension of a Pilot or of the family of a Pilot, who was appointed to the service after the dates named in clauses (*a*) and (*b*), is payable at the rate of exchange fixed yearly for the adjustment of financial transactions between the Imperial and Indian Governments

Chapter XXXIV.—Port Blair Police.

Leave Rules

693 (*a*) Privilege leave on full pay may be granted to subordinate Police officers and men as under—

(i) Two months after thirty months' consecutive service

(ii) Three months after thirty six months consecutive service

(*b*) Such leave if taken to India, may be overstayed without forfeiture of pay by such period not exceeding eight days as may intervene between the end of the leave and the date preceding that on which the next mail steamer leaves Calcutta for Port Blair

(*c*) Privilege leave to the amount due may in the case of Inspectors be prefixed to furlough leave on medical certificate and extraordinary leave without allowances under the conditions prescribed in Article 233

694 (*a*) Inspectors may be granted furlough and leave on medical certificate under the Indian Service Leave Rules

(*b*) Officers of lower rank may after five years' continuous service in the Settlement be granted furlough on half pay for from four to six months according to the distance of the applicant's home from Calcutta In the case of married men who have their families at the Settlement, furlough is given only in special cases at the discretion of the Superintendent

695 Extraordinary leave under Article 339 may be granted to all ranks

696 Policemen of all ranks below that of Inspector proceeding to India on leave of any kind are entitled to free passages both ways by sea, and Sergeants and Constables proceeding on furlough or leave on medical certificate are also entitled to free passages by rail to and from their homes

697 (*a*) Policemen proceeding to India on leave of any description should ordinarily be employed on the voyage in guarding transferred convicts

(*b*) On the expiration of their leave, they will report themselves to the Commissioner of Police, Calcutta, with a view to their employment as convict guards on the return journey

698 The total number of men on leave at one time from all causes other than privilege leave shall not exceed ten per cent of the Force

699 While ill in hospital at Port Blair or Nancowri, absentee allowances are granted as follows —

(*a*) Constables and Sergeants,—Full pay for so long as they may be in hospital

NOTE —[This concession does not interfere with the grant of any leave admissible under this section]

(*b*) Subadars and Jamadars and Inspectors,—In accordance with the Indian Service Leave Rules

700 During leave on medical certificate spent in India an absentee allowance is granted at the following rates —

(*a*) *Constables* —Subsistence allowance of Rs 6 a month

(*b*) *Naiks* —Subsistence allowance of Rs 8 a month

(*c*) *Sergeants* —Subsistence allowance of Rs 10 a month

(*d*) *Subadars and Jamadars* —Half pay for fifteen months and subsistence allowance of Rs 15 a month after that term

Pension Rules

701 Members of the Force are entitled to pensions under the Regulations in Part IV, for the calculation of ordinary pensions for Superior service Native officers, Non Commissioned officers and Sepoys of the Indian Army recruited direct from the Army and whose services are obtained on special application, count their previous Army service as qualifying service under the rules in Part IV, provided they complete 10 years' qualifying service in the force Those who retire before completing 10 years such service are granted the military pension of their rank—their service in the police being included as qualifying under Military rules

702 Time spent in hospital at Port Blair or Nancowri by Constables and Sergeants of the Force, during which they receive full pay under Article 699 does not qualify for pension

Travelling Allowance Rules

702A Subadars and Jamadars are entitled to second class accommodation on all journeys by rail for which they are entitled to travelling allowance

Chapter XXXV —Assam and Dacca Military Police

703 Pensions are granted to Policemen and, in the exceptional cases specified in the rules, to their heirs in accordance with Parts IV and VI

PART V

704 Furlough on private affairs on half Assam or Dacca pay for not more than six months, from date of departure from head quarters to date of return thereto, may be granted by Battalion Commandants on condition that the number absent on furlough and sick leave at any one time does not exceed 5 per cent of the strength of the Battalion from 15th October to 15th April, and 10 per cent from 16th April to 14th October

705 Leave on medical certificate for not more than six months, from date of departure from head-quarters to date of return thereto, may be granted by Battalion Commandants to all ranks A man taking such leave forfeits his turn for furlough, and his name is placed at the bottom of the furlough roster Leave on medical certificate for a longer period than six months requires the sanction of the Local Government

706 Allowances on leave on medical certificate are full pay for as long a time as the man is entitled to privilege leave and half pay for the remainder of the first six months and in case of extension being granted, half pay The leave allowance of a man on leave on medical certificate taken in extension of furlough is half Assam or Dacca pay

707 Sick leave on full pay for a period not exceeding one month may be granted by Battalion Commandants to all ranks while in hospital In exceptional cases *e g* in consequence of wounds received in action or for other special reasons this privilege may be extended to two months under the special sanction of the Local Government After this period, such leave may be granted on half pay Leave granted under this rule shall not interfere with the grant of ordinary leave on medical certificate

708 The Battalion Commandant may grant privilege leave on urgent private affairs under the rules in Chapter XII to men whose conduct has been good

709 The Inspector General of Police may frame subsidiary rules not inconsistent with these rules for the guidance of Battalion Commandants in granting furlough and leave

710 Native Commissioned officers are entitled to travelling allowance as second class officers for journeys by rail and by river steamer

711 Free passages by steamer and rail are allowed—

(*a*) to and from their homes to men proceeding on or returning from furlough on private affairs or leave on medical certificate, but not to men proceeding on or returning from privilege leave

(*b*) to their homes to men who are not natives of the Province when retiring on Invalid pensions, but not to men granted Retiring or Superannuation pensions

712 Any member of the Force belonging to races foreign to Assam or Dacca who may be recruited outside the Province, may, with the written permission of the Battalion Commandant, and if quarters are available in the Police lines, bring his children, one wife and one relative to Assam or Dacca.

For the conveyance of families, third class passages will be granted by railway and local [illegible] ...rs, on payment ...er cent of the ...he case of 5 per

cent. of the privates of each Battalion, free of charge The percentage must be reckoned on the number of foreigners only

Return passages to their homes will be granted to the families of such officers and men dying in Assam or Dacca

Chapter XXXVI.—Calcutta and Suburban Police Forces.

713 The leave of absence and acting allowances of officers and men of the Calcutta and Suburban Police Forces, whose pay does not exceed Rs 20 a month, are regulated by the following rules —

(1) One month's leave may be granted at any time, but without pay, such leave is only to be granted in special cases, and when good ground exists for granting the indulgence

(2) One month s leave may be granted after eleven months' actual service, without deduction of pay

(3) Special leave for four months may be granted on half pay to any officer or constable who has served for four years without taking leave of any description whatsoever

(4) Officers and constables whose homes are more than 400 miles from Calcutta may in special cases have the leave, granted under rule (3), extended to five months, and those whose homes are more than 800 miles, to six months

(5) Sick leave may, at any time, be granted for one month on full pay

(6) Sick leave, on production of a certificate signed by the Police Surgeon [illegible] may be granted for four months

(3), (4) or (6) [illegible]
for whom he is acting and any saving accruing from such arrangement shall be carried to the credit of the Leave Fund

(10) The half salary of any officer or constable on leave whether special or on medical certificate, will be payable only on return to duty Should the absentee not rejoin upon the expiration of the leave granted to him, he will be liable to forfeit all claim to the half pay he would otherwise receive upon return All sums thus forfeited are to be carried to credit of the Leave Fund

(11) The number of men allowed to be absent on Special leave is not to exceed 10 per cent of the effective numerical strength

Chapter XXXVII.—Burma Military Police.

714 The rules in this Chapter apply to—

(a) All members of the Burma Military Police who originally enlisted on an engagement under the direct orders of the Government of India, and on a renewal of their engagement, to all members who joined the Force from the Army prior to 1st January 1889

(b) All members of the Burma Military Police enlisted by the Government of Burma

(c) Soldiers who join the Force from the Native Army after the 31st December 1888, or who, having joined before that date, are now serving in Lower Burma, not having been transferred from Upper Burma in the interests of the public service

(d) Karen recruits

(e) All members not being soldiers of the Native Army on renewal of their engagements who were enlisted under the direct orders of the Government of India

(f) Kachins enlisted in the Military Police

(g) Salutries and Armourers

Leave and Leave Allowances

715 Furlough on private affairs on half Burma pay (except for members mentioned in Article 714 (a) who will draw full Burma pay) for not more than six months may be granted by Battalion Commandants on condition that the number absent on furlough and sick leave at any one time does not, except under the special orders of the Government of India, exceed 7½ per cent of the strength of the Battalion

716 Leave on medical certificate for not more than six months may be granted by Battalion Commandants to all ranks A man taking such leave forfeits his turn for furlough and his name is placed at the bottom of the furlough roster Extensions of leave on medical certificate beyond a period of six months in the aggregate may be sanctioned by the Inspector General of Police, Burma, but the amount of leave which may be granted with pay at one time is limited to two years

717 (a) Allowances on leave on medical certificate are —

(i) In the case of the members mentioned in clause (a) of Article 714, full Burma pay for the first six months and afterwards at the rate of one quarter the Burma pay provided that the Local Government may in any case by special order direct that a man on leave on medical certificate after the first six months shall draw any allowance not exceeding one half the Burma pay

(ii) In the case of the members mentioned in clauses (b) to (g) of Article 714 half full Burma pay for the first six months and, in case of extension being granted, not more than one fourth full Burma pay without the sanction of the Local Government

(b) The leave allowance of a man on leave on medical certificate taken in extension of furlough is one fourth full Burma pay

NOTE 1 —[An a lvance of three months pay may be made to the men ment oned in dvance of three months pay is

Mil tary Pol cemen for pass ng are treated as salary for the n nto account n calculat ng pen on.]

718 Sick leave on full pay for a period not exceeding two months may be granted by Battalion Commandants to all ranks while in hospital in Burma and on half pay for any period in excess of two months Sick leave on full pay may however be granted to all ranks while in hospital in Burma on account of wounds received in action until they are discharged from hospital Leave granted under this rule does not interfere with the grant of leave to India on medical certificate

719 Battal on Commandants may grant privilege leave on urgent private affairs under the rules in Chapter XII to men whose conduct has been good

720 The Inspector General of Police may frame subsidiary rules not inconsistent with these rules for the guidance of Commandants in granting furlough and leave

Travelling Allowance

721 Subadars and Jamadars of the Military Police both in Upper and Lower Burma are entitled to second class accommodation on all journeys by rail for which they are entitled to travelling allowance

722 Free passages by sea river and rail are allowed to and from their homes to men [except those mentioned in Article 714 (f) unless they belong to the Myitkyina Battalion having been recruited from the Bhamo district and travel *via* Katha] proceeding on or returning from furlough on private affairs or leave on medical certificate but not to men proceeding on or returning

Page 189 Article 722

Substitute the following for Note 2 under this Article —

NOTE 2 —[A free passage is allowed to an attendant who may be deputed by the Battal on e oned officer or sepoy of the leave or on re ir ng f om the u geon ce t fies th t the s ck be under tood t at a spe al nece sary to do so, and that ord nar ly the nvalid should be put n charge of a comrade proceed ng on leave at the same t me]

(5 h Ed ion No 46 da ed 1 11 10)

723 Free passages from the place of enlistment may be granted to Karen recruits who have to travel by rail or steamer to the head quarters of their Battalion. The passage of recruits for the Upper Burma Military Pol ce enlisted in India as well as of gunkahars cooks bhisties and transport dr vers is paid by Government from the place of enrolment to the head quarters of the Battalion

PART V

Chapter XXXVII.—Burma Military Police.

714 The rules in this Chapter apply to—

(a) All members of the Burma Military Police who originally enlisted on an engagement under the direct orders of the Government of India and on a renewal of their engagement, to all members who joined the Force from the Army prior to 1st January 1889

(b) All members of the Burma Military Police enlisted by the Government of Burma

(c) Soldiers who join the Force from the Native Army after the 31st December 1888, or who, having joined before that date, are now serving in Lower Burma, not having been transferred from Upper Burma in the interests of the public service

(d) Karen recruits

(e) All members not being soldiers of the Native Army on renewal of their engagements who were enlisted under the direct orders of the Government of India

(f) Kachins enlisted in the Military Police

(g) Salutries and Armourers

Leave and Leave Allowances

715 Furlough on private affairs on half Burma pay (except for members mentioned in Article 714 (a) who will draw full Burma pay) for not more than six months may be granted by Battalion Commandants on condition that the number absent on furlough and sick leave at any one time does not, except under the special orders of the Government of India, exceed 7½ per cent of the strength of the Battalion

716 Leave on medical certificate for not more than six months may be granted by Battalion Commandants to all ranks A man taking such leave forfeits his turn for furlough and his name is placed at the bottom of the furlough roster Extensions of leave on medical certificate beyond a period of six months in the aggregate may be sanctioned by the Inspector General of Police, Burma but the amount of leave which may be granted with pay at one time is limited to two years

717 (a) Allowances on leave on medical certificate are —

(i) In the case of the members mentioned in clause (a) of Article 714, full Burma pay for the first six months and afterwards at the rate of one quarter the Burma pay provided that the Local Government may in any case by special order direct that a man on leave on medical certificate after the first six months shall draw any allowance not exceeding one half the Burma pay

(ii) In the case of the members mentioned in clauses (b) to (g) of Article 714 half full Burma pay for the first six months and, in case of extension being granted, not more than one fourth full Burma pay without the sanction of the Local Government

(b) The leave allowance of a man on leave on medical certificate taken in extension of furlough is one fourth full Burma pay

pension.]

718 Sick leave on full pay for a period not exceeding two months may be granted by Battalion Commandants to all ranks while in hospital in Burma and on half pay for any period in excess of two months Sick leave on full pay may however, be granted to all ranks while in hospital in Burma on account of wounds received in action until they are discharged from hospital Leave granted under this rule does not interfere with the grant of leave to India on medical certificate

719 Battalion Commandants may grant privilege leave on urgent private affairs under the rules in Chapter XII to men whose conduct has been good

720 The Inspector General of Police may frame subsidiary rules not inconsistent with these rules for the guidance of Commandants in granting furlough and leave

Travelling Allowance

721 Subadars and Jamadars of the Military Police both in Upper and Lower Burma are entitled to second class accommodation on all journeys by rail for which they are entitled to travelling allowance

722 Free passages by sea river and rail are allowed to and from their homes to men [except those mentioned in Article 714 (f) unless they belong to
ited from the Bhamo district and
from furlough on private affairs
men proceeding on or returning

Page 189. Article 722

Substitute the following for Note 2 under this Article—

be deputed by the Battalion
ssioned officer or sepoy of the
leave or on retir ng from the
urgeon certifies th t the sick
be understood that a special
necessary to do so and that
ordinarily the invalid should be put in charge of a comrade proceeding on leave at the same time]

(5th Edition No 46 dated 1 11 10)

723 Free passages from the place of enlistment may be granted to Karen recruits who have to travel by rail or steamer to the head quarters of their Battalion. The passage of recruits for the Upper Burma Military Police enlisted in India as well as of gunkahars, cooks, bhisties, and transport drivers is paid by Government from the place of enrolment to the head quarters of the Battalion

The passages of followers enlisted in Burma for the Upper Burma Military Police may be paid, with the sanction of the Inspector General of Police, from the place of enrolment to the place where the follower is to be employed, in cases where the distance between the two places exceeds 50 miles

Each recruit for the Arakan Hill Tracts, Lower Burma Military Police, is entitled to the actual cost of the journey from his home to Calcutta, and also a free passage to Akyab

The passage by rail and steamer of recruits enlisted in India for the Lower Burma Military Police is also paid by Government from the place of enrolment to the head quarters of the Battalion

NOTE —[Free passages to their homes to members of the Burma Military Police recruited in India and discharged on the termination of their first engagement are admissible under Article 1132 also to those who re-enlist without a break in their service for a further term of service on the expiration of the period of their first engagement and who are discharged on the termination of their further engagement also to those who re enlist for no special term and are subject only to the usual two months notice]

724 Any member of the Force [except those mentioned in clauses (*d*), (*f*) and (*g*) of Article 714] may, with the written permission of the Commandant and if quarters are available in the Police lines, bring his children, one wife, and one relative to Burma

For the conveyance of families third class passages will be given by railway and deck passages by steamer in the case of all Native Officers, on payment of one third of the passage money and fare in the case of 20 per cent of the Non Commissioned Officers of each Battalion, free of charge in the case of 5 per cent of the privates of each Battalion, free of charge Return passages to their homes will be granted to the families of officers and men dying in Burma

725 No travelling allowance may be given to families of men of the Karen (now Lower Chindwin) Battalion who have been ordered on service Indigenous Battalions are raised to avoid such expenses

Pensions

726 The following rules regulate the pensions of members of the Burma Military Police mentioned in Article 714 (*a*) —

(*a*) Soldiers joining the Police may elect to remain under military rules for pension In that case no deductions from pay will be made on account of pension and the pensions are regulated as if the soldiers held Army rank as shown below —

1 Native Officers in receipt of Rs 100 to Rs. 150		as Subadars
2	Rs 50 to 65	as Jemadars
3 Native Non Commissioned Officers		as Havildars
4 Privates		

(*b*) If on joining the Police they do not elect to remain under Military Pension Rules a deduction from pay of one half anna in the rupee shall be made the previous service in the Army qualifies for pension under the Civil Service Regulations and the pensions admissible are determined by rules of those Regulations applicable to policemen If the soldier returns to the Army

from the Police, the amounts deducted are refunded and the Police service counts towards Army pension

(c) In the case of policemen who elect for Military Rules, the claims of heirs to pension are regulated by Military Rules, and in the case of those who elect the rules of the Civil Service Regulations, heirs can claim pension only in the special cases provided for in Chapter XXXVIII

No 265.

Page 191. Article 726.

Substitute the words "Article 1062 of the Army Regulations, India, Volume I" for the words "Article 573 of the Army Regulations, India, Volume I, Part II" in the second line of clause (e) of this Article.

(5th Edition, No 265 dated 1 5 12)

[illegible] ...ons, except Salutries and Armourers who joined the Upper Burma Military Police from the Army before the 1st January 1889 who are subject as regard pensions to Article 726, clauses (a) to (c)

(b) Pension under the Civil Rules for the period of their past Military as well as their Police service is granted to the Native Officers and Non Commissioned Officers of the Burma Military Police referred to in clause (a) who have been or may be recruited direct from the Army after 1888, when volunteering was closed, on the condition that they complete 10 years' qualifying service in the Burma Military Police in addition to their service in the Army but those who retire with less than 10 years' qualifying service in the Burma Military Police will be granted pension on the Military scale according to their rank for the whole period of their service, that in the Police being included This concession applies only to those men whose services were obtained from the Army on special application

PART VI.—WOUND AND OTHER EXTRAORDINARY PENSIONS.

GENERAL ARRANGEMENT.



PART VI —WOUND AND OTHER EXTRAORDINARY PENSIONS

Chapter XXXVIII.—Wound and other Extraordinary Pensions.

Section I —Wounds on Military Service.

728 Gratuities and pensions to officers wounded and to the families of officers killed in action or in the execution of duty otherwise than in action, and to the families of officers whose death is due to illness contracted on service with an army in the field may, in cases in which, under the Army Regulations, India, they would be admissible to the officers or men of the Regular Forces or to their families be granted under the following rules, the grant being reported to the Secretary of State

NOTE —[In a case falling clearly and strictly within the letter of the rules the Local Government may grant the pension admissible the report to the Secretary of State being made through the usual channel]

729 Officers of Government, being Volunteers who are called out on actual Military service, are entitled (themselves and their families) to the pensions, allowances or gratuities admissible under Army Regulations, India, Volume IX, Section XIX Provided that if any such officer is wounded or killed in such actual Military service, and he or his family are in consequence thereof entitled by the following rules or by the rules of the Service to which he belongs, to a higher pension, allowance or gratuity than is provided by the Military rules above referred to, then he or his family shall receive such higher [illegible] provided by those rules Pro[illegible] the head of his office if he is a [illegible] superior officer in other cases, notice of his having been called out

730 Gratuities and pensions are granted to Civil officers wounded, and to the families of such officers killed while serving (in circumstances justifying their presence) with a Military force, and to the families of such officers whose death is due to illness contracted on service with an army in the field according to the scale applicable to officers or men of the Army or their families the rank of the officers being determined with reference to the actual

Military rank in the field or by the following tables, whichever is more favourable to the recipients —

(i) Members of the Indian Civil Service —

An officer of—	Ranks as a—
Less than 5 years standing	Lieutenant
More than 5 " "	Captain
" 12 " "	Major
" 18 " "	Lieutenant Colonel
" 23 " "	Colonel
" 31 " "	Major General
Lieutenant-Governor or Chief Commissioner	Lieutenant General

(ii) Other Civil officers, not being native officers —

An officer whose salary is—	Ranks as a—
Below Rs 16 a month	Sepoy
Rs 16 a month or upwards	Naik
" 25 ditto	Havildar
" 50 ditto	Jemadar
" 100 ditto	Subadar
" 200 ditto	Lieutenant of less than 3 years service
" 300 ditto	Lieutenant of more than 3 years' service
" 500 ditto	Captain
" 1 000 ditto	Major
" 1 500 ditto	Lieut Col
2 000 ditto	Colonel
2 500 ditto	Major General

(iii) The wound and family pensions of native Civil officers are fixed in rupees as follows —

An officer whose salary is	Wound pension	Family Pension: Intermediate Rate: For widow	Family Pension: Intermediate Rate: For each child	Family Pension: Highest Rate: For widow	Family Pension: Highest Rate: For each child	Maximum amount of pension admissible
	R	Rs	Rs	Rs	Rs	
Below Rs 16 a month	The rates are determined in accordance with Army Regulations India Volume I, officers ranking as in clause (ii) above					
Rs 16 a month or upwards						
" 25 ditto						
" 50 ditto						
100 ditto						
" 200 ditto	80	60	12	80	16	Half the salary of the officer
" 500 ditto	120	90	18	120	24	
" 1 000 ditto	240	120	24	180	36	
" 1,500 ditto	300	150	30	225	45	
" 2 000 ditto	360	180	36	270	54	
" 2 500 ditto	420	210	42	315	63	

(iv) A Viceroy of India or Governor of a Presidency ranks as a Field Marshal, General, or Lieutenant General Commanding in Chief

(v) A person who is not in the service of Government ranks according to his status in life as compared with an officer of the Regular Forces.

PART VI

Place of payment.

731 A Civil officer in receipt of a wound pension cannot draw it from the Home Treasury while serving or residing in India, but must draw it at the place where his pay, absentee allowance, or pension is disbursed.

Section II.—Special Cases.

732 In special cases, as, for instance, when an officer is wounded in an encounter with dacoits, the Government of India may relax the condition of Article 730 as to service with a Military force In such cases the pension or gratuity granted to a Civil officer will be calculated according to the scale laid down in the Army Regulations, India, Volume I, for wounds and injuries received in the execution of Military duty otherwise than in action, the rank of the Civil officer being determined as in Article 730

NOTE —[Military officers in Civil employ, who receive wounds or injuries in the discharg[illegible] [illegible] and will be [illegible] a similar [illegible] to prevent [illegible] ents Sub [illegible] es received [illegible] Royal War- [illegible]

Wound Leave.

733 An officer compelled to absent himself from duty, in consequence of wounds received in action, or of illness contracted by active service in the field (in circumstances justifying his presence) with a Military force (*i e*, service recognised as such by the Government of India), or of illness which was originally contracted on such service, being aggravated or reproduced by subsequent service of a similar nature may be allowed extraordinary leave on medical certificate, irrespective of the period which has elapsed since his last return from leave of any description Such leave will not reckon as part of the maximum admissible under general rules, and it will, except as regards the earning of Furlough, count, up to a maximum of 12 months as active service, provided that—

(*a*) it must be taken immediately in consequence of the wound or illness, *i e*, without any intervening period of active service,

(*b*) it is certified by the Medical Board, before which the officer appears, that the disability owing to which leave has become necessary, originated on active service in the field and was solely caused by hardship and exposure undergone or by wounds received, during such service,

(*c*) it cannot be combined with any other kind of leave, except Leave on Medical Certificate,

(d) allowances during such leave will be half average salary, subject to the maxima applicable to ordinary Furlough, and no allowances will be paid for any leave in excess of two years

(e) the medical certificate must state the term for which leave is necessary in consequence of the wound or illness, and any extension of that period can be granted only on a fresh medical certificate,

(f) an interval of three years must intervene between expiry of such leave and Furlough, except in the case of Furlough on medical certificate, when the interval need not exceed six months

NOTE.—[In the special cases referred to in Article 732 the Government of India may relax the condition of this Article as to service with a Military force In such cases the certificate

such service]

Section III —Injuries Received on Duty

734 (a) The rules in this Section are analogous to the Regulations for the grant of pensions to soldiers wounded in action and to the heirs of soldiers killed in action, and provide for a pension or gratuity in cases of injury or death —

(i) to a man so injured in the execution of a public duty as to be incapacitated for earning a livelihood,

(ii) to the family of a man killed in the execution of a public duty,

(b) They apply to any person employed in the service of the Government, whether permanently, temporarily, or even casually and when remunerated by fixed pay, or (as, for example, miners in the Salt mines) for piece work

(c) They apply also to a village watchman (including a Municipal chowkidar in the United Provinces) or his family, even though he receives no pay from the State

735 A Wound or Extraordinary pension or gratuity is granted only when injury or death is met in the performance of a duty which is attended with extraordinary bodily risk This condition governs the grant of pensions or gratuities under Articles 739 and 740 The Government recognises no claims on account of loss of life or bodily injury resulting from an ordinary accident The following are examples of cases of ordinary accident —

[illegible]

736 The Government does not bind itself to grant pension in every case, or, if it grants pension, to grant it for life

737 The amount of pension is to be regulated by—

(i) the character and service of the injured or killed,

(ii) the nature of the risk undergone, and the conduct of the man in accepting it,
(iii) the nature and extent of the injury received,
(iv) the pecuniary circumstances and prospects of the claimant.

738. Injuries for the purposes of this Section are classed in four degrees —

1st Degree —Men losing two limbs or both eyes from wounds, or being so severely wounded as to be totally incapable of earning a livelihood and to require the care and assistance of some other person

2nd Degree —Men losing one limb or one eye, or being so disabled as to be incapable of earning a livelihood, though not requiring the care of another person

3rd Degree —Men not losing a limb or an eye who have received an injury equal to the loss of a limb, or who are otherwise so disabled as to be capable of contributing in only a small degree towards earning a livelihood

4th Degree —Men able to contribute materially towards a livelihood, although unfit, from wounds, for the ordinary duties of the service

739 A pension or, when a pension is not justified by the circumstances of the case, a gratuity may be granted by the Local Government or the Government of India as follows —

Pensions

(*a*) by the Local Government, not exceeding Rs 10 a month
(*b*) by the Government of India, not exceeding—
(i) Rs 100 a month, in the case of State Railway servants
(ii) Rs 25 a month in other cases

Gratuities.

(*c*) by the Local Government, not exceeding six months' pay and not exceeding Rs 600
(*d*) by the Government of India, not exceeding six months' pay or Rs 1,000 whichever is greater
() by the Railway Board, not exceeding six months' pay or Rs 3,000, whichever is greater in the case of State Railway servants

740 Pensions granted under the preceding Article are subject to the following limits —

(i) To an officer wounded in the first or second degree, not exceeding full pay
(ii) To an officer wounded in the third or fourth degree, not exceeding half pay, or, if the officer is entitled to an Invalid pension of half pay under the ordinary rules for Superior or Inferior service, then not exceeding three quarters pay
(iii) To the family of an officer killed in the execution of his duty, not exceeding half the pay of the deceased officer, and not less than Rs $2\frac{3}{4}$ a month

NOTE —[The term ' family ' includes only wife legitimate child father or mother, dependent upon the deceased for support. The words for the support of the family ' should be inserted in every order sanctioning a pension under this rule]

741 (*a*) A pension granted under clause (i) or (ii) of the preceding Article will, unless the pensioner is more than sixty years old (in which case it will be permanent), continue, in the first instance, for two years only

(*b*) At the end of eighteen months, the pensioner shall be examined afresh by a Medical Officer in charge of a Civil station, upon whose report the Local Government will decide whether the pension shall be continued or not for a further term or permanently, and whether the pensioner shall be subjected or not to further medical examination

742 (*a*) If a pension is granted to a family under Article 740 (iii), it is allotted for the support of the family to the eldest surviving son —

(i) failing sons, to the eldest widow, for the same purpose ;
(ii) failing both sons and widows, to the eldest surviving unmarried daughter, for the same purpose ,
(iii) these failing to the father, for the same purpose ,
(iv) and failing all others, to the mother for the same purpose

(*b*) To a male, pension is given as follows —

(i) if the pensioner is under six years of age, till he is eighteen years old ,
(ii) if above six and under fifty years, for twelve years ,
(iii) if not under fifty years, for life

(*c*) The pension to a female is for life or until marriage , [1] but, on her suitable marriage, the Local Government may, at its discretion, grant her five years' pension as a dowry

[1] ... vil Department ... contrary, last ... attains the age

(*d*) A pension is given to only one member of each family, and no transfer of the pension to another member is permitted on its lapse either by the demise of the pensioner or for any other reason or on its remaining in abeyance under the operation of the rules in Chapter XXI

743 The Government of India have also the power to grant in any case, even where no pension or gratuity is admissible under these rules—

(*a*) a gratuity not exceeding Rs 1,000 , or
(*b*) when injury or death is due to devotion to duty, a pension not exceeding Rs 25 a month or a gratuity of equivalent amount

NOTE —The powers of the Government of India under Clause (a) above may be exercised by the Railway Board in the case of Railway servant

744 A Local Government may, as a special case grant a gratuity not exceeding Rs 20, or two months' pay, whichever is less, to a day labourer or mechanic injured, or to his representatives if he is killed, in the execution of duty by causes beyond his control, if the injury is not such as to allow of a Wound or Extraordinary pension being granted under the foregoing rules

NOTE —[The powers of a Local Government under this Article may be exercised by Superintending Engineers in the Public Works Department]

PART VI.

Section IV — State Railway Rules

745 A Local Government having State Railways under its control and Managers of State Railways not under Local Governments may grant a gratuity to any State Railway servant who may be injured, or to the representatives of any State Railway servant who may be killed, by the working of trains or engines, otherwise than through his own negligence or wilful act on provided that such gratuity shall not exceed a sum equal to six months' pay of the servant injured or killed, or a maximum of Rs 200 If Rs 200 is considered insufficient, a reference must be made to the Government of India

Section V — Procedure

746 When a claim for Wound or Extraordinary pension arises, the head of the office in which the man killed or injured was employed must hold a formal inquest, taking evidence as to —

(i) the circumstances under which the injury was received, or the life lost,

(ii) the relationship (in the case of a death) and the pecuniary circumstances of the claimants

747 The head of the office will then submit the case, with a statement of the circumstances through his official superiors, to the Government The application which should be in Form No 25 in the case of a man injured and Form No 22 in the case of a man killed, should be accompanied by the report of the Audit Officer upon the claim

Section VI.—Re-employment of Wound Pensioners

748 A Wound or Extraordinary pension granted under these Regulations, or under Military Rules, to a Native Commissioned officer or a Non Commissioned officer or soldier for wounds and injuries, may, in the event of the pensioner's subsequent employment in the Civil Department, be, during such employment, reduced or suspended by the Government which granted the pension

No 6005 dated 1st September 1878)]

749 If, however the Wound or Injury pension of a Native Commissioned officer or a Non Commissioned officer or soldier includes an Invalid pension, he may, if the Wound or Injury pension is withheld, draw the Invalid pension in addition to Civil salary

PART VI

PART VII.—FOREIGN SERVICE AND SERVICE UNDER LOCAL FUNDS

GENERAL ARRANGEMENT.

Additions and Corrections to the Civil Service Regulations.

(5th EDITION)

No 322

Pages 205-221 Articles 750-795.

Substitute the following for the rules in Part VII, Chapters XXXIX to XLI of these Regulations.

1 *The revised rules will apply only to cases in which officers are transferred to Foreign Service after the date of the introduction of these rules In the case of officers transferred to Foreign Service before this date, the old rules should continue to be applied*

2 *It is to be understood that unless the Local Government is expressly given authority to make exceptions, all deviations from the Foreign Service Rules require the sanction of the Government of India, whose powers in this respect remain unaltered*

PART VII —FOREIGN SERVICE, [illegible] THE COST OF WHICH IS [illegible] MENT, SERVICE UNDER [illegible]

Chapter XXXIX.—Foreign service.

Definition

750 Foreign serv[illegible] [illegible] —

First —The [illegible] employer wh[illegible] such service to ma[illegible] same way as if [illegible]

Examples—[illegible]

Second—The serv[illegible] management [illegible]

Examples—[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

760. When any officer lent on foreign service conditions retires from British service (*see* Article 759) without, at the same time, retiring from the service of his foreign employer, the audit officer shall communicate to the foreign employer through the usual authorities a statement showing the date of retirement and the amount of pension drawn from the British Government with a view of enabling the foreign employer, if so inclined, to revise the existing terms of employment

761. (*a*) An officer who during leave desires to take up employment in India must obtain the previous sanction of competent authority thereto If the post is one which should in the opinion of such authority be filled by a servant of Government he must be transferred in accordance with the rules of this Chapter

(*b*) An officer who during leave out of India desires to enter foreign service out of India must obtain the previous sanction of the Secretary of State who will decide whether the officer shall be transferred to foreign service, and, if so, will prescribe the terms of salary and contribution

(*c*) From the date on which an officer enters foreign service he ceases to be on leave and to draw leave allowances from Government

NOTE 1 —The authority referred to in clause (*a*) of this article is, in the case of a non gazetted officer, the officer empowered to appoint such officer, and in the case of gazetted officers the Local Government

NOTE 2 —If it be decided to allow the officer to take up employment without entering foreign service he shall be permitted to draw his furlough allowances in addition to any emoluments paid to him by the employer

Sanction to transfer to, and pay in, foreign service

762 Transfer to foreign service is not permissible —

(*i*) unless the transfer is in the public interest, that is, the service is such as should, for public reasons, be rendered by a servant of Government;

(*ii*) unless the officer holds, when his transfer is effected, an appointment in qualifying service on an establishment paid from General Revenues

NOTE —Service under a landholder who retains the management of his own estate, or under such a body as the Society for Prevention of Cruelty to Animals or under societies for the encouragement of agricultural or veterinary development, has at times been sanctioned on foreign service conditions Service of this character, however is properly private employment, the loan of a Government officer for such purposes should be wholly exceptional and should not be allowed unless in the opinion of the Local Government a public advantage is secured which would otherwise be unattainable

763 Transfers and appointments may be sanctioned by the Local Government under which the officer is serving, provided (*a*) the transfer is to foreign service in India, (*b*) the officer's pay in foreign service does not exceed Rs 2,500 a month if he belongs to an Imperial service (Article 29 B), and in other cases Rs 1,250 a month, and (*c*) the officer has rendered five years'

service qualifying for pension Condition (c) may be relaxed by the Local Government* under which the officer is serving at the time of the transfer; it does not apply to the following officers —

(i) Officers subject to the leave rules in Chapter XIII and officers of the Army and the Royal Indian Marine

(ii) Employes in the Survey, Forest Medical, Veterinary and Agricultural Departments with technical qualifications

(iii) Officers transferred to foreign service of the second kind.

(iv) Officers transferred to temporary appointments

*NOTE—Local Governments should be on their guard against endeavours to use the service of Government merely as a means of entrance with pensionable status into foreign service

1 Temporary appointments are those which last not more than six months In judging whether an appointment falls within this class, the duration of the appointment should be considered, not the duration of the particular officer's employment

2 The Local Government may by general or special order

(a) delegate to any authority subordinate to it power to transfer to foreign service within the province any officer whom such authority can, without reference to higher authority, appoint or transfer in the ordinary course of administration;

(b) delegate power to sanction transfers to temporary appointments outside the province

3 The Government of Madras is empowered to transfer to service in Ceylon without a reference to the Government of India any officer not belonging to an Imperial service

764 Pay and allowances in foreign service in India may be fixed within the limits specified in Article 763 by the authority sanctioning the transfer The latter should in doing so be guided by the following general principles —

I.—The pay of an officer transferred to a post, the duties of which are similar to those of the appointment which he held when transferred, should be fixed at a sum which does not exceed by more than 25 per cent his last pay in British Service, or, if he is acting in a grade or appointment from which he is unlikely to revert, his last salary

II —An officer transferred to an unusually responsible or difficult post or to one the duties of which differ from those of his appointment under Government, should receive pay specially fixed with reference to his *status* and pay in the service of Government, and the nature of the work for which he is transferred

NOTE—A report of the circumstances of each case in which sanction is accorded by the Local Government under Rule II of this Article should be submitted to the Government of India at the end of each year through the audit officer in an amalgamated schedule

III —Officers may be allowed travelling and conveyance allowances on such scale as the Local Government considers adequate, and, when the transfer is to a Native State, the concessions specified in Rule II of Appendix 31.

IV.—Increases of pay are regulated as follows.—

(a) An officer, whose pay is fixed under rule I and who belongs to a graded service or who is on progressive pay or in a service in which pay is regulated by a time-scale, may on the occasion of each substantive promotion on his departmental list, or accrual of a periodical increment, be granted an increase equal to that which such promotion or increment would have given in British service *plus* a sum not exceeding 20 per cent on

(b) In all other cases in which pay is fixed under rule I and in all cases in which it is fixed under rule II, no increase can be allowed until the officer has been for three years in foreign service After that period and subsequently at intervals of not less than three years, increments of not more than 20 per cent of the original pay may be allowed, if proposed by the foreign employer and if, in the opinion of the authority by whom the transfer was sanctioned, they are justified with reference to the work of the officer and the nature of his duties

(c) In the event of a material change in the nature of the duties of an officer in foreign service his pay may be revised within the limits of its powers of sanction by the authority who sanctioned the transfer

Contributions required for leave and pension

765 (a) An officer transferred to foreign service in India contributes for both leave allowance and pension, if the transfer be to service out of India, contribution is made for pension only

(b) Contribution is payable during leave on account of an officer who contributes for pension only When contribution is paid for both pension and leave allowances it is payable during privilege leave taken in foreign service but not during other kinds of leave

766 In the case of an officer in foreign service of the first [illegible] contributions for leave allowance and pension are levied on an assumed pay, in which the [illegible]
of all kinds and [illegible]
only), calculat[illegible]
Article 779 below)

767 In the case of an officer of any of the classes mentioned in Article 763 (c) pay is assumed to be as follows whatever the actual pay and allowances drawn by him in foreign service may be:—

(a) If the officer is on a time scale of pay, the pay which he would have drawn from time to time had he remained in British service

Indian Army leave rules and [illegible] or other officer subject to the rules in Cha[illegible] in the case of members of the Indian Civil [illegible] officers whose pensions are fixed in sterling, and officers who may become eligible for [illegible] special additional pension under Articles 175, 642 and 643, assumed pay shall not exceed Rs 1,000 a month

[illegible] In the case of an officer [illegible] from a subordinate grade to service which [illegible] assumed pay is the pay he would draw from time [illegible]

[illegible] *on for* purposes of calculating [illegible] will be the date following the [illegible] king the calculation, service [illegible] of two years [illegible]

768 In the case of officers other than those mentioned in Article 763 (*i*) assumed pay is either the pay last drawn in Government service, or, if the officer belongs to a graded service or is on a progressive or time-scale of pay that to which he has attained or been promoted in accordance with the rule in Article 752, up to a maximum of Rs 1,250 a month

769 In the case of an officer *in foreign service of the second kind* [illegible] sion are levied on actual sanctioned [illegible] the case of assumed pay in Articles [illegible] utions the Government accepts the charge for the officer's leave allowances of all kinds and for his pension calculated on sanctioned salary.

770 Contribution is levied at the following rates —

	For pension and leave allowance	For pension only
(*a*) In the case of officers of the classes mentioned in Article 763 (*i*)	$\frac{5}{16}$	$\frac{1}{6}$
(*b*) In the case of other gazetted and non-gazetted officers		
(*c*) In the case of inferior servants	$\frac{3}{4}$	$\frac{1}{8}$
		$\frac{1}{16}$*

NOTE 1—In the case of a member of the Indian Civil Service contribution includes the 4 per cent annuity deduction [illegible]

[illegible] deduction from the leave allowance which he receives from his foreign employer

NOTE 2.—*Percentage deductions* (*e g*, Civil Fund in the case of a member of the Indian Civil Service) are calculated upon "assumed pay" in foreign service of the first kind and upon actual sanctioned salary in foreign service of the second kind

NOTE 3—In the case of a Military officer the contribution covers the liability of India for temporary half pay or half pay pension when an officer loses his health during foreign [illegible] of India before becoming entitled to ordinary so-called full pay pension

[illegible]—*The Chairman* [illegible] *by Improvement* [illegible] *owances* [illegible]

[illegible]—The Government [illegible]

6.—Contributions in respect of Indian troops warrant and non-commissioned officers and the army departments, etc, lent for service out of India are regulated by separate orders

771 ... to the following ... of ... —

(i) Bengal ...

(ii) Bombay Uncovenanted Service Family Pension Fund —

(1) ... November 1 ...

(2) Those who ... after that date ...

(iii) Bengal and Madras Service Family Pension Fund ...

NOTE 1 — In the case of an officer who contributes for leave ... during leave

NOTE 2 — Subscribers to the Uncovenanted Service Family Pension Funds transferred to service under a local fund which qualifies for pension payable from the local fund, must, while employed under the local fund pay the additional premium prescribed in this article

NOTE 3 — The premium when due from subscribers to the Bengal Fund, is collected by the Directors of the Fund and adjusted in communication with the ... the case of the Bombay Fund if the subscri... is collected at the same time without the inter... scription is paid to the Directors, they collect t... the Accountant General Bombay

Remission of, and exemption from, contribution

772 (a) The Local Government may rem... for which an officer on for... ment, on duties additional ...

(b) The following classes of o... ...nt of contribution under ... to (v) leave allowances] ... Government servants —

(i) Officers lent to His Majesty's Government or to British Colonies, Protectorates, etc

(ii) Subordinates in the Revenue Survey temporarily lent to Municipalities for duty which, though paid for by them, also promotes Imperial interests

(iii) Medical officers lent to charitable dispensaries or hospitals in British India In any province however, in which the changes in the conditions of service of Assistant Surgeons authorised by the orders in Home Department Resolution No 1148 50, dated 22nd August 1898, have been brought into operation, contribution must be paid under the ordinary rules

(iv) Officers of the Royal Indian Marine lent to Port Trusts

(v) Any other officer or class of officer who by the specific orders of the Government of India has been exempted from the payment of contribution

Procedure for payment of contribution

773 A copy of the orders sanctioning an officer's transfer to foreign service must always be communicated to the Account Officer (referred to in Article 774) by the authority by whom the transfer is sanctioned The officer ...dits ... for ...fers ... turn ...ding his salary in foreign service, leave taken by him, his postal ... and any other information which that officer may require

PART VII—FOREIGN SERVICE AND SERVICE UNDER LOCAL FUNDS.

Chapter XXXIX—General Definitions and Conditions.

750. Foreign Service is of three kinds, *viz.* :—

First—When an officer of Government is allowed to take service under an employer who is not under the orders of Government and is allowed while in such service to maintain his claim to pension and leave in the same way as if he were still in the service of Government.

Examples—Officers lent to Egypt, or to the Colonies, or to a Native State, or a Port Trust, or a Municipality, or a Railway Company.

Second—When Government having obtained control over or having received in trust certain funds other than General Revenues, creates special appointments or special establishments at the cost of the said funds for the purpose of exercising such control or trust.

Examples.—Administrators of Native States, Managers of Courts of Wards Estates.

Third.—When additions are made to an existing service or an existing establishment to provide for work which has to be done under the supervision and control of the supervising and controlling officers of the service or establishment, the cost of the additions being charged to, or recovered from, the persons or bodies in whose interest the work is done

Examples.—Political Agents appointed at the cost of the States [illegible]

751. (*a*) Foreign Service of the first and second kinds qualifies for leave and pension or for pension only in the case of officers transferred by competent authority from qualifying service under Government with the privilege of retaining their title to leave or pension which in all but special cases is made subject to payment of contributions to Government in respect of the cost of such leave or pension

(*b*) Foreign Service of the third kind qualifies for leave and pension in the same way as service in the rest of the department or establishment, of which the appointment forms a part, but arrangements are made for the recovery of the cost, as laid down in Chapter XLI.

752—*Cancelled.*

Chapter XL.—Foreign Service of the first and second kinds.

Section I.—Conditions of Foreign Service of the first kind.

Sanction to Transfer.

753. An officer may not be transferred to Foreign Service of the first kind unless the following conditions are complied with —

(1) The service required of the officer transferred is such as should for

Public reasons (and not merely in the interest of the officer concerned) be provided for by a servant of the Government of India

No. 235.

Page 206 Article 753

Substitute the words "Rule II" for "Rule III" in line 6 of clause (ii) (a) of this Article

(5th Edition No 235 dated 9 1 12)

NOTE—[In the case of service in a Court of Wards the power of a Local Government under this clause may be exercised by—

(a) the Board of Revenue in respect of the transfer of subordinate officers in the Revenue Department up to and including the grade of Tahsildars and in other Departments up to the grade corresponding to a Tahsildar subject to the consent of the officer's departmental head

(b) Commissioners of Divisions and Collectors of Districts in respect of the transfer of non gazetted subordinates to such appointments under the Court of Wards as can be filled up by them on their own authority]

(b) The sanction of the Government of India is required to all transfers to Foreign Service out of India and also in cases of transfer to Foreign Service in India which do not fall within the terms of clause (ii) (a) above

(iii) The officer transferred either—

(a) has ten years' qualifying service (for pension) under Government —

NOTE—[This condition may be relaxed by the Local Government in any case in which the transfer is for not more than one year It does not apply to the following officers —

(i) Assistant Surgeons and Hospital Assistants—employed under Local Bodies Railway Companies and other Bodies to which their services may be lent by the Local Government

(ii) Any Government officer appointed to service under the Court of Wards

(iii) Officers of the Agricultural and Civil Veterinary Departments—employed under Local Bodies or under Agricultural Associations or Societies such as those for the prevention of cruelty to animals

(iv) Agricultural Assistants—deputed to Foreign Service in connection with agricultural experiment or demonstration]

(b) or belongs to one of the following services —The Indian Civil Service, the Army, the "Commission" of any Non Regulation Province, the graded Political Departments, the Superior Service of the Public Works (including Railway Revenue and Account Branches), Telegraph Survey, or Forest Department, the graded Educational Service, the Indian Educational Service, the Royal Indian Marine

(iv) The pay admissible shall ordinarily be determined by the following rules but the Local Government may (subject in the case of transfers to Native States to the rules laid down in Appendix No 31) sanction convey

-ance and local allowances in addition thereto, and also travelling allowance under the ordinary rules of the Civil Service Regulations or under the local rules of the foreign employer if those are not more favourable —

(a) If an officer is transferred to a post the duties of which are similar to those of the appointment which he held at the time of his transfer, his pay,

(1) if he belongs to a graded service, shall not exceed that of the grade to which he would next rise if he remained in British service;

(2) if he does not belong to a graded service, shall not exceed by more than 25 per cent his pay in British service.

NOTE—[If at the time of transfer an officer is receiving acting allowance for officiating in an appointment from which it is unlikely that he will revert, his initial pay in Foreign Service may be calculated with reference to his salary at the time of transfer]

(b) If an officer is transferred to a post the duties of which entail unusual responsibility and require special capacity, or to a post belonging to a branch of the public service different from that in which he was previously serving, his pay, whether he belongs to a graded service or not, shall not exceed the pay ordinarily allowed for similar duties in British service

(c) Increases of pay are regulated as follows —

(1) When an officer, whose pay was originally fixed under Clause (a) (1), would have been promoted in the British service, to a higher grade, he may be permitted to draw the pay of the grade next above that to which he would have been so promoted with effect from the date of such promotion

(2) In all other cases no increase of pay above the amount sanctioned at the time of transfer will be granted to any officer until he has served for three years in Foreign Service After that period and subsequently at intervals of not less than three years increments not exceeding 20 per cent of the original pay in Foreign Service may be allowed on *the intimation of the foreign employer*, if, in the opinion of the Local Government or the Government of India, as the case may be, the increase is justified both with reference to the qualifications of the officer and the nature of his duties

(d) The officiating allowance of an officer appointed to officiate during the absence of a permanent incumbent of a sanctioned appointment in Foreign Service, shall be regulated in accordance with the rules in Part II

(v) The officer transferred shall remain, while on Foreign Service, subject to the general and disciplinary rules which apply to officers on active Government service

753A. A copy of the order sanctioning an officer's transfer to Foreign Service must always be communicated to the Audit Officer (Article 772) by the authority by whom the transfer is sanctioned.

NOTE —[Service under a landholder who retains the management of his own estate is not "Foreign Service" for the purpose of these Regulations, unless, in an altogether exceptional case, the importance of the estate or its owner is, in the opinion of the Local Government, such as to justify the transfer of the services of a Government officer to occupy an important position, such as manager, etc)

Contribution required.

754. Whatever may be the actual pay and allowances drawn by an officer in Foreign Service from his employers, his salary, for the purpose of calculating the pension and the share of the leave allowances payable to him by Government, and of requiring a contribution towards the cost of such pension and leave allowances, shall be assumed to be as follows .—

(*a*) *If he is a member of any of the special services mentioned in Article 753* (iii)—

	Members of the Indian Civil Service. Rs.	Other Special Services. Rs.
(i) During the first two years of his service reckoning from the first day of April next following his arrival in India, or date of appointment if he was appointed in India	400	350
(ii) For each subsequent year of service . . .	100	50
Up to a maximum of	2,500	Twice the maximum Furlough allowance admissible to the officer concerned (1)

Example (1) —[If the official rate of exchange for the year is 16 pence per rupee, the maximum on which a contribution is required would, in a case in which the maximum furlough allowance is £250 a quarter, be Rs 2,500 a month, and in one in which it is £120 a quarter, Rs 1,200 a month.

Exception —In the case of an officer promoted from a subordinate grade to any of the special services who was lent to Foreign Service after the 30th August 1905, assumed pay shall be taken as the pay he would draw from time to time on the Government list of the special service.

NOTE 1 —[Percentage deductions (*e g*, for Civil Fund in the case of a member of the Indian Civil Service) will be calculated upon the "assumed salary"]

NOTE 2 [In the case of Royal Engineer officers, the date to be taken for purposes of calculating assumed pay under this Article is the date of arrival in India, will be the date following the completion of two years from date of first commission. In making the calculation, service, both at home and abroad, is to be taken into account]

(*b*) *If the officer is not a member of any of the above services, then*—

(i) If he belongs to a graded service, his name will be retained on it (as seconded), substantive promotion from grade to grade being given to him in due course, and his assumed pay will be that of the grade in which from time to time he is

NOTE.—[If the officer belongs to a graded service in which the pay of appointments is progressive, his assumed pay will be the pay he last drew in Government employ If he is promoted to a higher grade while in Foreign Service, his assumed pay will be the minimum pay of the grade to which he is promoted.]

(ii) If he does not belong to a graded service, the assumed pay will be that which he last drew in Government service. If, while

he remains in Foreign Service, he is substantively promoted by the Local Government under which he was last employed to another appointment on higher pay, the assumed pay shall be the pay of such appointment

NOTE —[No such officer may while on Foreign S

Article 155.

Insert the following as Note 4 under clause (a) (i) of this Article :—

NOTE 4 —[The Chairman and the Deputy Chairman of the Bombay Port Trust contribute for pension only at the rate of ⅛th of assumed pay, the leave allowance of these officers for such leave as has been earned in its service being paid by the Trust]

(5th Edition No 6 dated 1 7 10)

the contribution is not calculated on a higher salary than Rs 833⅓ a month]

(b) An officer is not permitted to withhold the contribution upon condi-
t for pension or leave:
less he is specially ex-

(c) An officer of a Local Fund transferred to Foreign Service of the first kind cannot make any contribution under the terms of this Section even though the Local Fund by which he is employed may contribute for a pension for him under these Regulations Transfers to Foreign Service of the first kind can only be made from qualifying (British) service

NOTE —[As an exception to this clause an officer paid from and rendering pensionable service under a Patwari Fund transferred to Foreign Service may make contributions to General Revenues, and count his Foreign Service for pension as if paid from General Revenues]

PART VII.

753A. A copy of the order sanctioning an officer's transfer to Foreign Service must always be communicated to the Audit Officer (Article 772) by the authority by whom the transfer is sanctioned.

No 81.

Page 208 Article 754

Substitute the following for the first five lines of this Article —

754. Whatever may be the actual pay and allowances drawn by an officer in Foreign Service from his employers, his salary, for the purpose of calculating the pension and the share of the leave allowances payable to him by Government, and of requiring a contribution towards the cost of such pension and leave allowances shall be assumed to be as follows —

(A) If the officer is on a time scale of pay, the pay which he would have drawn from time to time had he remained in British Service

(B) For officers who are not on a time scale of pay —

(5th Edition No 81 dated 3 1 11)

... exchange for the year is 16 pence per rupee the maximum on which a contribution is required would, in a case in which the maximum furlough allowance is £250 a quarter, be Rs 2,500 a month, and in one in which it is £120 a quarter, Rs 1,200 a month.

Exception.—In the case of an officer promoted from a subordinate grade to any of the special services who was lent to Foreign Service after the 30th August 1905, assumed pay shall be taken as the pay he would draw from time to time on the Government list of the special service

NOTE 1 —[Percentage deductions (e g , for Civil Fund in the case of a member of the Indian Civil Service) will be calculated upon the "assumed salary"]

NOTE 2 [In the case of Royal Engineer officers, the date to be taken for purposes of calculating assumed pay under this Article is the date of arrival in India, will be the date following the completion of two years from date of first commission In making the calculation service, both at home and abroad, is to be taken into account]

(b) *If the officer is not a member of any of the above services, then—*

(i) If he belongs to a graded service, his name will be retained on it (as seconded), substantive promotion from grade to grade being given to him in due course, and his assumed pay will be that of the grade in which from time to time he is

NOTE —[If the officer belongs to a graded service in which the pay of appointments is progressive his assumed pay will be the pay he last drew in Government employ If he is promoted to a higher grade while in Foreign Service, his assumed pay will be the minimum pay of the grade to which he is promoted]

(ii) If he does not belong to a graded service, the assumed pay will be that which he last drew in Government service. If, while

he remains in Foreign Service, he is substantively promoted by the Local Government under which he was last employed to another appointment on higher pay, the assumed pay shall be the pay of such appointment

NOTE —[No such officer may while on For— —

No. 253.

Page 209. Article 755

Substitute the following for Note 4 under clause (a) (i) of this article as inserted by Correction Slip No 6, dated 1st July 1910 —

NOTE 4.—[The Chairman and Deputy Chairman of the Bombay Port Trust and the Chairman City of Bombay Improvement Trust contribute for pension only at the rate of ⅛th of assumed pay the leave allowance of these officers for such leave as has been earned in foreign service being paid by the Trusts]

(6th Edition, No 253 dated 1 3 12)

— — officer whose pension is subject to the maximum of Rs 5,000 a year, the contribution shall not be calculated on a higher salary than Rs 1,500 a month if he is subject to the European Service Leave Rules and Rs 1,250 a month if he is subject to the Indian Service Leave Rules

NOTE 1 —[In the case of officers transferred to Foreign Service before 1st September 1896 the maximum salaries on which contribution is calculated are Rs 1 250 and Rs 1 000 respectively for officers subject to the European and the Indian Service Leave Rules]

Page 209 Article 755

Insert the following as Note 4 under clause (a) (i) of this Article —

NOTE 4 —[The Chairman and the Deputy Chairman of the Bombay Port Trust contribute for pension only at the rate of ⅛th of assumed pay, the leave allowance of these officers for such leave as has been earned in its service being paid by the Trust]

(5th Edition No 6 dated 1 7 10)

the contribution is not calculated on a higher salary than Rs 833⅓ a month]

(b) An officer is not permitted to withhold the contribution upon condi— — — —hall not count for pension or leave — —ervice or, unless he is specially ex— this Article

(c) An officer of a Local Fund transferred to Foreign Service of the first kind cannot make any contribution under the terms of this Section even though the Local Fund by which he is employed may contribute for a pension for him under these Regulations Transfers to Foreign Service of the first kind can only be made from qualifying (British) service

NOTE —[As an exception to this clause an officer paid from and rendering pensionable service under a Patwari Fund transferred to Foreign Service may make contributions to General Revenues and count his Foreign Service for pension as if paid from General Revenues]

756. (*a*) The rates of contribution prescribed in Article 755 apply to all officers transferred to Foreign Service after the 7th of January 1889 The rates previously in force continue to operate, in the case of officers transferred before that date, subject to the following conditions —

(1) That in the case of officers of the Public Works or Railway Department transferred to the service of a Railway Company, on terms agreed upon between Government and the Company, their appointments under the Company remain unchanged If their appointments are changed, or if they enter on fresh engagements even without returning to the service of Government they become subject to the new rates of contribution It will rest with the Government of India in the Railway Department to decide whether the appointments have been changed or not,

(2) That in the case of all officers transferred to Foreign Service, the former rates of contribution will operate only until the new rates are applied, in each case, under the orders of the Local Government by whom the officer was transferred In all cases in which the new rates have not been so applied, and in which the officers' salary may not, under existing rules, be increased without the sanction of the British Government, such sanction will, in future, be subject to the condition that the increase shall not be liable to contribution, and shall not be reckoned for any purpose of leave allowance or pension

(*b*) Previous to the 7th of January 1889, the rates of contribution were determined by the following rules —

From every officer transferred to Foreign Service who does not wholly resign the service of the British Government or who is not for recorded special and public reasons exempted from the operation of this rule, a contribution is levied as follows —

(A) In the case of a member of the Indian Civil Service—at the rate of $16\frac{2}{3}$ per cent. (one sixth) on the gross salary which he receives from his foreign employers

(B) In the case of any other officer—at the rate of $14\frac{2}{7}$ per cent (one seventh) on the gross salary which he receives from his foreign employers provided always that contribution from a Civil officer other than a member of the Indian Civil Service or a Civil Engineer shall in no case exceed Rs $166\frac{2}{3}$ a month, and from a Civil Engineer Rs $233\frac{1}{3}$ a month

Foreign Service out of India

757 (*a*) Officers transferred to Foreign Service out of India contribute for pension only Such contributions are regulated by the provisions of Articles 754 and 755 The rate leviable in the case of officers of the special services mentioned in Article 753 (iii)(*b*) is one sixth of their assumed pay, which represents the proportionate share on account of pension only of the one fourth prescribed in Article 755 (*a*) (i) for both leave and pension

(*b*) Foreign Service out of India does not count as service for leave under Indian rules, and the lent officers will be subject to the rules as to leave and leave allowances laid down by their foreign employers, or to such arrangements as may be made on their behalf by the Government of India or by the Secretary of State in Council They should make themselves

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acquainted with such rules or arrangements in regard to leave before accepting fore gn employment

NOTE 1 —[Meml ers of the Indian Civ l Service on Foreign Service out of India must continue to pay annuity deductions on their assumed pay, as prescribed in Note 1, Article 7 9]

NOTE 2 —[In the case of a Military officer the contribution covers the l abil ty of Indian Revenues for temporary half pay or half pay pension in any case of an officer losing his health during Foreign Service out of India before becoming entitled to ordinary so called full pay pension]

NOTE 3 —[See note under Article 77? (c)]

Foreign Service during Leave

757A An officer on furlough is not permitted to accept employment in Foreign Service except with the previous sanction of the Secretary of State or the Government of India according as his furlough is taken out of or in India

758 (a) An officer lent for other than Imperial purposes either to His Majesty's Government in England, or to a British Colony or to a Foreign State or Municipality, makes a contribution to the Indian Exchequer in accordance with the rules in this Chapter

(b) But if [illegible] ployment of [illegible] purpose of t [illegible] from Indian revenues in addition to any allowance which may be ass gned to him for the employment , in th s case the contribution is not required for the period of the officer's employment as above, but will be payable from the date of the expiry of the Furlough should the officer continue in it Service under His Majesty's Government in England or under any Colonial or Foreign Government outside of India will in this case be held to begin from the date of the expiry of the Furlough

NOTE — [The sanction of the Government of India is requ red to the transfer of an officer to any service of the description mentioned in th s Article]

759 No officer employed as above on any duty unconnected with India shall, except as provided in Articles 758 and 760, receive any allowances from Indian revenues while so employed

760 If an officer is, when transferred, entitled to Privilege leave and obtains it with the avowed intention of taking employment under the Egyptian Government he may draw his Privilege leave allowances from Indian revenues in addition to any allowance from the Egyptian Government without being required during the period of leave to contribute for pension in respect of employment in Egypt The right to receive Privilege leave allowance is, however, contingent on his return to duty under the Indian Government on the expiry of the leave if therefore, he continues in the servic of the Egyptian Government after the end of seven days from the date of

expiry of his leave, the leave will be considered as cancelled, and the officer s Foreign Service will be held to have begun on the date from which he availed himself of his Privilege leave

Temporary Transfers

761 (*a*) No contribution is levied from an officer transferred to Foreign Service in India for a special temporary duty not lasting more than six months Provided that exemption can only be claimed under this Article if it is specially provided for from the beginning as part of the terms of the arrangement under which the transfer is made

NOTE —[In determining whether contributions are payable or not the point to be considered is the duration of the appointment or duty to which the officer is transferred, and not the duration of the particular officer s employment in the appointment or on the special duty]

(*b*) In these cases the rule in Article 753 (iii) as to ten years' qualifying service need not be applied, and the officer cannot, for the purposes of leave allowance and pension, count for the time passed in such service higher salary than he had when he was transferred to it

1 In arranging for the transfer of an officer s services under this Article it should always be stipulated that in the event of the transfer exceeding the limit of six months, the prescribed contribution must be paid for the whole period of transfer

NOTE —[The Local Government may by a general or special order delegate its powers to sanction transfers for temporary duty not lasting more than six months to any officer not below the rank of Political Agent]

762 The Local Government may remit the contribution for any period during which an officer on Foreign Service is temporarily employed under the British Government on duties additional to, or distinct from, his duties on Foreign Service

Exemptions from Contribution

763 The following officers are exempted from contribution under the above rules, and their leave allowances and pensions are calculated according to the rules applied to Government service —

(*a*) Subordinates in the Revenue Survey temporarily lent to Municipalities for duty, which, though paid for by them also promotes Imperial interests

(*b*) The Chairman and Deputy Chairman of the Corporation of Calcutta
The President of the Municipal Corporation of Madras
The Municipal Commissioner for the City of Bombay
The President of the Rangoon Municipality
The Chairman of the Cawnpore Municipality
The Chairman of the Allahabad Municipality

NOTE —[The exemption of these officers from the operation of the rules in this Chapter does not in the case of members of the Indian Civil Service, relieve them of the liability imposed under Article 556 (*b*)]

(*c*) Officers lent to the Nair Brigade of the Travancore State The Travancore State pays a portion of the Furlough allowances of officers attached to the Brigade

(*d*) Officers lent to the Travancore State to fill the office of Durbar Physician or any offices held by officers of the British Government on the 29th January 1873

(*e*) Medical officers lent to charitable dispensaries or hospitals in British India

NOTE —[This exception does not apply in any Province in which the changes in the conditions of service of Assistant Surgeons authorised by the Resolution of the Home Depart-

-ment No. 1141 1150 of August 2? 1898 have been brought into operation. In those Provinces the payments made by Local Bodies for the services of Assistant Surgeons lent to hospitals and dispensaries must include contributions under the ordinary rules]

(*f*) Deputy Superintendent of Vaccination Calcutta, who is paid from Municipal Funds, also, except in Bombay, the following officers of the Vaccination Department —

(1) Inspectors and Native Superintendents, (2) Vaccinators who were before 27th November 1906 enrolled as officers of Government and are employed in Cantonments or under Municipalities and Local Boards, and (3) all Vaccinators in Upper and Lower Burma other than those employed by Municipal and Town Committees

(*g*) Officers of the Royal Indian Marine lent to Port Trusts The pensions and leave allowances of these officers are (except in the case of Privilege leave) borne wholly by Government

(*h*) Assistant Opium Agents in Native States, and their establishments, who are paid by the Native States

Section II.—Conditions of Foreign Service of the second kind

764 Appointments to this class of Foreign Service require the sanction of the Local Government which controls the expenditure, and the transfer of officers from qualifying service is regulated by Article 753 If the service is paid from the revenues of a Native State, the sanction of the Government of India in the Foreign Department is required to the grant of allowances in excess of the amount admissible under clause (iv) of Article 753, but when an appointment of a permanent character has been sanctioned under proper authority, the separate sanction of the Government of India is not required in the case of each officer who may from time to time be appointed to it

765 The service must be strictly connected with the management or control of the Government and appointments existing apart from that management and control can be made only under the conditions of Foreign Service of the first kind If it is necessary, after Government has relinquished control, to continue the services of the Government officer, he comes under the rules applicable to Foreign Service of the first kind

this Chapter

Acting Appointments

766 The salary of an officer appointed to act for an officer on Foreign Service of the second kind is calculated according to the rules in Part II.

Example —*A B*, an officer subject to the European Service Leave Rules receiving a pay of Rs. 500 from the British Government officiates in an appointment in Foreign Service, the pay of which is Rs 1 000 *A B*s salary is—

		Rs.
Pay		500
Acting allowance (⅔ 1 000—500)	...	333⅓
	Salary	833⅓

The charge to the Foreign Service would be Rs. 833⅓ + ¼ of Rs. 833⅓ or Rs. 1 041⅔

Contribution required

767 Whenever an officer is transferred by competent authority from qualifying service to Foreign Service of the second kind, arrangements should be made not only to pay him the sanctioned salary of the office, but also to recover from the funds of the Foreign Service or Trust, the prescribed contribution for his pension and leave allowances

768 For every officer transferred in the manner specified in Article 764, who is not, for recorded special and public reasons, exempted wholly or in part from the operation of the rules in this Chapter, contribution should be levied as follows —

(*a*) In the case of an officer subject to the European Service Leave Rules, one fourth of his actual sanctioned salary

(*b*) In the case of an officer subject to the Indian Service Leave Rules, one fifth of his actual sanctioned salary if he is a gazetted officer, and one sixth of his actual sanctioned salary if he is not gazetted

That is, if the officer's sanctioned salary is Rs 1,000, the foreign funds must pay him Rs 1 250, or Rs 1,200, or Rs 1,166⅔, as the case may be, he will retain Rs 1,000 and pay the rest to Government as contribution

Provided that, in the case of an officer whose pension is subject to the maximum of Rs 5,000 a year, the contribution shall not be calculated on a higher salary than Rs 1,500 a month in the case of officers subject to the European Service and Rs 1,250 a month in the case of those subject to the Indian Service Leave Rules

This rule does not entitle an officer to include "acting allowances" in "emoluments" for the purpose of the calculation of pension

NOTE 1 —[In the case of officers transferred to Foreign Service before the 1st September 1896 the maximum salaries on which contribution is calculated are Rs 1,250 and Rs 1 000 respectively for officers subject to the European and the Indian Service Leave Rules]

NOTE 2 —[For a member of the Indian Civil Service a sanctioned salary of Rs 1 000 in Foreign Service is the equivalent of a sanctioned salary of Rs 1 041⅔ in Government service, as the latter is subject to 4 per cent. deduction while the former is not The Civil Fund deductions will be calculated at a percentage on the Rs 1 000]

Note 3 —[The provisions of Article 750 (a) apply to Foreign Service of the second kind]

(*c*) From inferior servants the contribution required is one anna in the rupee for pension only the Government of India pay no leave allowances to such servants

769. No contribution is required from Political Officers employed in offices held by British officers in the Kolhapur State on the 18th August 1875

Section III —Rules for payment of Contributions.

770 If the salary of an officer is paid under the orders of the Accountant General at a British Government Treasury, the required contribution

is deducted at the time of payment In all other cases the officer himself must pay the amount directly to the British Government in the manner prescribed in the following rules the Government will not ordinarily enter into any direct arrangements with the foreign employers of its officers or make any direct demands upon them

NOTE.—[The contributions of officers lent to Mysore and Kashmir are paid by the States through the Comptroller, Mysore and Accountant General Punjab and not by the officers themselves.]

Rules of Procedure

771 An officer transferred to Foreign Service of the first or second kind and permitted by competent authority to retain claim to pension or absentee

No 330.

Article 772

Substitute the following for clause (b) (i) of this Article, as inserted by correction slip No 322, dated the 1st August 1913 —

(i) Officers lent to His Majesty's Government or to British Colonies, Protectorates, etc In such cases, if the loan is to the War Office, a share of the pension ultimately granted to the officer is paid by the War Office under separate arrangements but if it is to a British Colony or Protectorate pension contribution is paid during the period of the loan by the employing Government either to the Government of India or to the India Office When, however, an officer is allowed to take up duties under the War Office he may in certain circumstances be required to pay a pension contribution in respect of the period of the loan

(5th Edition No 330 dated the 23rd October 1913)

NOTE —[The contributions for pension from Military officers lent from India for Foreign Service out of India (see Article 57) will be realised by the Comptroller India Treasuries in the manner laid down in these Regulations]

773 The officer transferred must, immediately he is relieved of his duty under the British Government report to the Account Officer (Article 772), the time and date on which he made over charge and furnish particulars regarding his salary in Foreign Service and his postal address he should also report the date on which he takes and that on which he relinquishes, charge of his appointment in Foreign Service Any change in these particulars and any leave taken by him should also be reported to the Account Officer, and he must furnish all information which may at any time be required from him by the Account Officer

Date from and to which Contribution is payable

774 (a) The salary of an officer on Foreign Service must be borne by the foreign body to whose service he is transferred, and his contribution

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to Government must commence from the date on which he is relieved from his duty under the British Government

(b) The salary to be paid by the foreign body and the contribution to Government will cease—

(i In the case of an officer lent to a foreign employer in India from the date on which he is relieved from his duty under the foreign body

(ii) In the case of an officer lent to a foreign employer out of India, from the date on which he resumes charge of his appointment under the British Government

(c) The amount of joining time and of net salary to be paid during joining time are regulated by the rules in Chapter IX

Remittance required

775 The officer must not later than fifteen days after the end of the quarter for which salary in Foreign Service is earned remit direct to the Account Officer (Article 772) the amount payable by him on account of contribution in respect of his salary for the quarter the remittance to be advised in such form as the Account Officer may require When the contribution falls into arrears the Account Officer should forward to the officer a copy of Article 776 with a request for payment

776 If the officer fails to make a remittance within the said period of fifteen days or if the amount remitted is less than that properly payable interest at the rate of 4 pies a day per 100 rupees will be levied upon the amount due from the date of expiry of the fifteen days until the date of receipt of the remittance by the Account Officer If any amount due is not paid up together with the interest for the time it has been overdue within twelve months of its accrual the Account Officer should inform the officer that in consequence of the default in payment his claim on the Government for pension and leave allowances has lapsed and should intimate to *him the amount due up to the date of the communication If the officer* desires to have his claim revived he should pay the amount specified in the Account Officer s letter and submit a representation to the Local Government who will deal finally with it

777 In the case of members of clerical establishments transferred to Foreign Service of the second kind the responsibility for payment of contributions and compliance with the rules rests with the officer entrusted by Government with the control of the Fund or administration of the Trust

778 No officer has any right of property in contributions made by or for him or any claim upon Government in respect to such contributions except to receive such pension or absentee allowance as may become admissible to him in accordance with the rules of the service to which he belongs

Section IV.—General Conditions of Service

As to Leave and Pension.

779. (*a*) In return for the contributions prescribed in Article 755 (*a*) (i), the Government accepts the charge for the officer's pension, and also that for his absentee allowances [except on Privilege leave, when it pays only [illegible] assumed pay [illegible] alculated on th [illegible] must be paid as if the officer were on duty], in the same manner and to the same extent as if he were in the regular service of Government, saving only that the calculation of pension or absentee allowance is based upon the pay upon which he contributes (see Article 754) and not upon the amount which he receives from his foreign employer

[illegible] n Civil Service provide for the 960 (net) the ause the leave nt payable will be only Rs 480]

NOTE 2.—[illegible] who has Pri [illegible] Privilege leav [illegible] The whole of [illegible]

(*b*) In return for the contribution prescribed in Article 755 (*a*) (ii), the Government accepts the charge for the officer's pension, but not for his absentee allowances, of which it pays only its share according to the Rule of Proportions, calculated on assumed pay [Article 754 (*b*)]

780 In return for the contribution prescribed in clauses (*a*) and (*b*) of Article 768, the Government accepts the charge for the officer's pension and absentee allowances (except during Privilege leave when it pays only its share according to the Rule of Proportions and during which the contribution is paid as if the officer were on duty) in the same way as if he were in its own service

781 An officer who contributes for pension only must, during Privilege leave, pay his contribution as if he were on duty, and if, after return to his British appointment, he takes Privilege leave, a portion of which is earned by Foreign Service, he will receive from the General Revenues the Government share of his leave allowance, according to the Rule of Proportions, and must pay to the General Revenues the contribution required by Article 755 (*a*) (ii) for that portion of his Privilege leave which was earned by his Foreign Service

782. The pension and leave of an officer on Foreign Service, whether acting or permanent, are regulated by the rules which apply to officers of the

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Page 218. Article 782 A.

Substitute the following for this Article :—

782 A. An officer lent on Foreign Service conditions to a Native State will not be allowed to retire voluntarily from the British service on pension while remaining in that of the Native State.

NOTE.—[For the purpose of this Article retirement sh[illegible] officer (1) retires on medical certificate - Article 411, [illegible] (3) in the [illegible] under [illegible] of officers not coming under such special rules [illegible]

(5th Edition No 27, dated 1 10 10)

782B. When any officer lent on Foreign Service conditions retires from British service (*see Article 782A,*) without, at the same time, retiring from the service of his foreign employer, the Audit Officer shall communicate to the foreign employer through the usual authorities a statement showing the date of retirement and the amount of pension drawn from the British Government with the view of enabling the foreign employer, if so inclined, to revise the existing terms of employment

783. Subject to the regular rules, any saving arising from the absence of a permanent officer accrues to his employer, except when an officer is exempted from the payment of the contribution prescribed in Article 755 [*see Article 763, Exception (b)*], when the saving should be paid to the British Government

Pensions from Native States and other Foreign Bodies.

784. Except with the sanction of the Government of India, no officer belonging to the service of, or in receipt of a pension from the British Government, who is employed under a Native State or other foreign body, may accept a pension or gratuity from such State or foreign body.

Uncovenanted Service Funds

785. In addition to the contribution prescribed in these rules, subscribers to the following pension funds pay to Government an additional premium of ¼th or ⅙th of the premium paid to the Fund :—

(i) Bengal Uncovenanted Service Family Pension Fund—one-fourth

(ii) Bombay Uncovenanted Service Family Pension Fund .—

(1) Subscribers who joined the Fund on or before 12th November 1900 . . . . . . one fourth.

(2) Those who joined after that date . . . one sixth.

(iii) Bengal and Madras Service Family Pension Fund . one sixth.

NOTE 1.—[Subscribers to the Uncovenanted Service Family Pension Funds transferred to service under a local fund, which qualifies for pension payable from the local fund, must, while employed under the local fund, pay the additional premium prescribed in this Article.]

NOTE 2.—[The premium when due from subscribers to the Bengal Fund, is collected by the Directors of the Fund and adjusted in communication with the Comptroller, India Treasuries.

Lien on Government Appointment

786. Whenever an officer is transferred from qualifying service to Foreign Service, it must be arranged that he does not forfeit a lien upon or a right to return to a substantive office under the British Government His *locum tenens* can hold the appointment only in subordination to such lien by the absentee, but, subject to this condition, the *locum tenens* may be appointed provisionally if the transfer is to duty of a permanent kind (Article 89) or substantively *pro tempore* if not

787. An officer so transferred is, when he returns to British service, entitled to resume the position in which he left it, and he cannot return to acting service under the British Government without reverting also to his substantive British office, the *locum tenens* of this office thereupon falling back upon acting allowances If he holds a progressive appointment, his Foreign Service does not count towards increments, but such service may, with the sanction of the Local Government, be allowed to count, if the officer is doing the same kind of work as that of his Government appointment and is acquiring experience likely to make his services more valuable when he returns to it

788 No officer, while acting in any appointment under Government, or the pay of which is regulated by Government, is entitled to allowances on account of any foreign office But there is no objection to his being permitted to retain a lien upon such an office or to the actual incumbent being appointed thereto during his absence, substantively *pro tempore*

Applications for Leave

789. Privilege leave may be granted by the foreign employer if reported by the Account Officer concerned to be admissible under rule

790. Applications for any other description of leave should be made through the foreign employer to the Local Government under which the officer was serving before transfer to Foreign Service

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Exception —Subject to the usual report by the Audit Officer the authority competent to fill an appointment in the Court of Wards service [illegible] eave under this Article to a non gazetted officer transferred [illegible] leave does not exceed the unexpired per[illegible] grant is promptly sent to the [illegible] leave had the officer

[illegible] does not apply and no report need be called for from the [illegible] Officer under Article 789 in cases in which the applicant contributes for pension only [*see Article 755 (a) (ii)*], and no claim arises against the British Government for a share of the absentee allowance

Section V.—Special Cases.

792 An officer of the Education Department, who is transferred by the Local Government in the public interest to a non departmental College or School managed by a Board on which the Local Government is represented, [illegible]

793. Officers employed in the Rajkumar College, Kathiawar, are allowed to contribute under these Regulations and those of them who avail them selves of this concession count service from the date on which they begin to pay the prescribed contribution The pension and leave allowance due to officers in respect of their service in the College before the date on which they begin to contribute, will be charged to the source from which they received their pay, any adjustment necessary on account of service rendered before the date of contribution being made according to the Rule of Proportions

Chapter XLI.—Foreign Service of the third kind.

794 In the case of Foreign Service of the third kind, the relations between Government and the officers employed in respect to their pensions and leave allowances are the same as if they were in ordinary Government service

Contributions required

795 The cost of the service should be recovered from the person or body on whose account the service is rendered, the officers themselves not being responsible for the payment of contributions The amount to be recovered should not vary with the actual expenditure of any month It should be the sum of—

(1) the gross sanctioned cost of the service, and

(2) the amounts required according to Article 768 to provide for pensions and leave allowances, these amounts being calculated on the sanctioned rates of pay of the members of the establishment

The amount to be recovered will not be altered, because of the grant of Privilege leave to any member of the establishment, unless additional expense is caused by the appointment of an officiating officer, if additional

expense is so caused, the amount of it should be recovered in addition to the amount fixed as above, but without any provision for leave and pension contribution under (2)

If in any period the expenditure incurred, or to be incurred, should be considerably less than the sanctioned cost, the Local Government may reduce the amount of the recovery, the reduction being roughly proportionate to the difference

The omission of item (2) from the amount of the recovery will require the same special sanction as is required for the remission of contributions under Article 768

NOTE 1—[When a Political Agency is established at the charge of a Native State, the State must pay to the British Government in respect of the pension and absentee allowances of every member of the establishment whether gazetted or not, the contribution prescribed in Article 768]

NOTE 2—[The undermentioned officers are exempted from the payment of contribution under this Article —

[illegible] and the clerk in his office, the Assist- [illegible]

Local Funds]

Chapter XLII.—Service under Local Funds.

Section I —Pensions

796 Apart from any special provisions made under the following rules service paid for from a Local Fund does not qualify for pension

797 In the case of the Local Funds which up to 1st April 1908 were treated as Incorporated the Local Government may subject to any provisions of law applicable to the case, allow the Trustees Committee, or Managers to treat the service as qualifying, and may itself do so in the case of funds under its own direct administration

798 The same procedure should be observed in the calculation, grant and payment of pensions for service treated as qualifying under Article 797, as is prescribed for pensions payable from General Revenues, but the pensions must be paid from and charged against the Local Fund

NOTE —[See the notes under Article 807]

799 When part of the pensionable service of an officer qualifies for pension from the General Revenues and part from the Local Funds which up to 1st April 1908 were treated as Incorporated his pension is paid and charged according to the Rule of Proportions it is not admissible to disregard the pensionable Local Fund service, and award a pension only for the service paid from General Revenues Provided that if under this rule less than one fourth of the pension would be payable from either source, no distribution shall be made, in such case the other source shall bear the whole charge

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Teachers appointed to schools transferred to the management of Local Boards are entitled to pension from the General Revenues if the Local Government makes a part of its contribution to the school in the form of free pensions

805 If an officer, whose service is reckoned as pensionable under the provisions of Article 802, is transferred to the similarly pensionable establishment of another Local Fund, the transfer will not interrupt the continuity of service for pension Transfers may also be made between such service under Local Funds and service in Government establishments

806 Article 786 does not apply to an officer transferred to service under a Local Fund under the conditions and limitations of Foreign Service of the second kind otherwise than as a merely temporary arrangement, but it does refer to transfers to service under a Local Fund under the conditions and limitations of Foreign Service of the first kind

Post Office Annuities

807 With the permission of the Government, the Trustees, Committee or Managers of any Local Fund may purchase from the Post Office a pension or annuity for any of their servants for whom such pension or annuity is not otherwise admissible Provided that such pension shall not exceed the amount which the servant might have obtained if his service had been paid from the General Revenues

NOTE 1—[When a pension is payable partly by Government and partly by a Local Fund, the Local Fund concerned may pay the capitalised value (calculated according to Table A in Appendix No 10) of its share of the pension into the Government Treasury instead of purchasing an annuity from the Post Office]

NOTE 2—[A District Board or Municipality may, with the previous sanction of the Commissioner of the Division (in Madras of the Local Government), grant a gratuity, as such, to any of its servants in lieu of the annuity purchaseable under this Article, if the gratuity proposed is not large enough to purchase an annuity of Rs 2 a month or more]

Local Fund Pension Funds

808 The Government does not guarantee the solvency of Funds formed by the subscriptions of Local Fund officers and established to provide pensions for the subscribers thereto

Exceptional Cases

809 In the following cases service paid from Local Funds qualifies —

(a) Service paid from the Cotton Frauds Improvement Fund which qualified for pension payable from that Fund prior to its exhaustion

(b) Second writers and daroghas on Jail establishments in the Bombay Presidency formerly paid from a Jail Labour Fund

(c) Muharirs attached to the Court of any Honorary Magistrate in the Central Provinces and paid from Municipal Funds

(d) Officers in the United Provinces transferred in connection with the introduction of the Local Self Government scheme before the 1st April 1885 to service under Local Committees constituted under Acts III and IV of 1878

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(e) Officers in Assam transferred after the 10th May 1882, and before the 12th May 1884, to service under Local or District Committees constituted by the Assam Local Rates Regulation (1879)

(f) Officers in the Punjab transferred before the 1st July 1886 to service under District Boards constituted under Act XX of 1883

(g) Service paid from the "Quetta Revenue Fund" before the 1st April 1883, from which date the charges previously paid from the Fund became charges on the General Revenues

Section II.—Leave, Acting and Travelling Allowance Rules.

810 Service under the Local Funds which up to 1st April 1908 were treated as Incorporated may qualify for leave under Part III, but the allowan[illegible] n the Local Funds and Ger[illegible] ortions Provided that, if [illegible] be payable from either source, the whole of the allowances shall be charged to the other source

811 Except in the case of employés of Local Funds which under legal enactment, or under rules framed under such enactment, have special rules regulating all or any of such matters, no leave, or allowances during leave, or acting allowances to an officer paid from a Local Fund, or from any other sources under the control of a Government officer, shall, without the express sanction of the Local Government, exceed what would be admissible under the rules which apply to an officer paid from General Revenues

812. The salary of an officer whose substantive office is paid from a Local Fund appointed to act in an office paid from the General Revenues is calculated as it would be if his substantive office also were paid from the General Revenues

813 Applications for leave are ordinarily made to the Managers of the Local Fund concerned, but when the officer contributes for pension and leave or pension only, Articles 789 to 791 should be complied with

814. The travelling allowance rules in Part XI do not apply to officers paid from a Local Fund or from any sources other than General Revenues under the control of any Government officer, but the travelling allowance paid to such officers shall not, without the express sanction of the Local Government, exceed what would be admissible to similar officers under Part XI

PART VIII.—RECORD OF SERVICE

GENERAL ARRANGEMENT

PART VIII.—RECORD OF SERVICE.

Chapter XLIII.—Record of Service.

Section I.—Gazetted Officers.

815. (*a*) A record of the service of gazetted officers and of Myooks in Burma is maintained by the Audit Officer under arrangements which differ in different departments The general arrangement to be observed is that the Service Registers should be kept by the Audit Officer who audits the salaries, and that, when an officer passes from one audit circle to another, a record of his past service should be passed on from the Audit Officer whose circle he leaves to the Audit Officer to whose circle he is transferred

(*b*) In the case of Chaplains the record is kept by the Comptroller, India Treasuries, for Chaplains of the Bengal establishment, and by the Accountants General of Bombay and Madras for those of the Bombay and Madras establishments

(*c*) When a Chaplain of the Church of Scotland is posted to or relieved from the charge of a regiment, the Military Department should inform the Accountant General concerned

No. 258.

Article 815. Page 229.

Delete the words "Public works or of the" and "Public works or" in the first and second lines of Note 2 under this Article.

(5th Edition, No 1958, dated 1-4-12.)

816 With the exceptions noted below, every non gazetted officer holding a substantive appointment on a permanent establishment is required to keep up a Service Book (Form No 23) in which every step in his official life should be recorded, each entry being contemporaneously attested by the head of his office If the officer is himself the head of an office (*e g*, a Postmaster or a Sub-Inspector of Police), the contemporaneous attestation should be made by his immediate superior The following are the excep-

No. 314.

Article 816 Page 229.

Substitute the following for exception (3), as amended by correction slip No 236, dated 2nd January 1912, under this Article :—

[illegible] er than [illegible] ose pay [illegible] is on of [illegible]

(5th Edition, No 314, dated 1-8-12)

817. Except in the case of runners, boatmen, and coolies in the Post Office Department and permanent subordinate non pensionable employés on State Railways, in all cases where Service Books are not kept, Service Rolls, such as those prescribed for the Police in Article 823, should be maintained

818 A Service Book is supplied at his own cost, to every officer on his first appointment It is kept in the custody of the head of the office in which he is serving, and transferred with him from office to office It may be given up to the officer if he resigns or is discharged without fault, an entry being first made therein to this effect

819 It is the duty of every officer to see that his Service Book is properly kept up, and that all erasures in it are properly attested If the book is not carefully kept up, difficulties may arise as to verification of service, when the officer applies for pension

820 Personal certificates of character should not, unless the Local Government so directs, be entered in column (13), but if an officer is reduced to a lower substantive appointment, the cause of the reduction should always be briefly stated thus—"Reduced for inefficiency," "Reduced owing to revision of establishment," etc

821 Every period of suspension from employment, and every other interruption in service, should be noted, with full details of its duration, by an entry written across the page, and attested by the head of the office or other attesting officer

1 The head of the office should take efficient measures to see that these entries are made with regularity The duty should not be left to the non gazetted officer concerned

822 (*a*) If the officer is transferred to Foreign Service, the head of the office or department should send his Service Book to the Accountant General, who will return it after noting therein, under his signature, the orders of Government sanctioning the transfer, the effect of the transfer in regard to leave admissible during Foreign Service, and any other particulars which the Accountant General may consider to be necessary in connection with the transfer On the officer's re transfer to the British Service, his Service Book should again be sent to the Accountant General who will then note therein, under his signature, all necessary particulars connected with the officer's Foreign Service

1 No entries made in the Service Book of an officer on Foreign Service of the first kind can be attested by any officer except the Accountant General

2. Rule 1 does not apply in the case of Public Works and Railway Subordinates (*vide rule 2 under Article 815*)

(*b*) In cases in which the salaries are audited by an Accountant General this Article does not apply to Foreign Service of the second and third kinds

Section III.– Non Gazetted Police Service

823 In the case of Police officers whose pay does not exceed Rs 20, there shall be kept up for each district by the District Superintendent of Police a Service Roll in English, in which shall be recorded the date of the

enrolment of each man in the Constabulary, his caste tribe, village, age, height, and marks of identification when enrolled, his rank, promotion, reduction or other punishment, his absences from duty, on leave or without leave, the interruptions in his service, and every other incident in his service which may involve forfeiture of portions of his service, or affect the amount of his pension The roll shall be checked by the Vernacular Roll and Order Book and the Punishment Register, and every entry in it shall be signed by the District Superintendent of Police

824 From this Roll the necessary statement of service of every applicant for pension shall be prepared, additional proofs being collected, as prescribed in Article 908, in respect of any service rendered before enrolment in the Constabulary which the applicant may be entitled to count

PART IX.—PROCEDURE RELATING TO LEAVE.

GENERAL ARRANGEMENT.

PART IX.—PROCEDURE RELATING TO LEAVE.

Chapter XLIV.—Applications for and Grant of Leave.

Section 1.—Applications.

825 Except as provided in Articles 811 to 815 and 848, an application for leave should be submitted to the Local Government, or other authority whose duty it would be to fill up the appointment of the applicant if it were vacant

1 When a gazetted officer applies for leave, he should quote the Article or Section of these Regulations under which he considers himself entitled to the leave.

Privilege Leave

826 An officer applying for Privilege leave must, except when the leave is combined with other leave under Article 233, record a declaration that he has no intention of retiring or of taking long leave of any kind, for three months after his return to duty Though not absolutely debarred by this declaration from applying for permission to retire or to take long leave within the three months, he should, if he does so, explain his change of mind.

1 Formal joining at the end of Privilege leave with the intention of taking other leave [illegible] days is not permitted, as the other leave granted in such circumstances would

No. 342.

Page 235, Article 827-A—

Insert the following as a Note under this Article —

(5th Edition, No 342 dated the 2nd March 1914)

829 With the cognizance of [illegible]

the head of his office, of the head of his department, the applicant [illegible] in the cases provided for in Article 831, present himself with two copies of

PART IX.

the statement of his case at the seat of the Government under which he is serving, or at such other place as may be appointed by that Government, where a Committee of Medical officers can be assembled under the orders of the Administrative Medical Officer of the Province, and when practicable, presided over by him From this Committee the officer should obtain a certificate as follows —

We do hereby certify that according to the best of our professional judgment, after careful personal examination of the case, we consider the health of *C D* to be such as to render leave of absence for a period of (x) months absolutely necessary for his recovery

830 Before deciding whether to grant or refuse the certificate the Committee may, in a doubtful case detain the applicant under professional observation during a period not exceeding fourteen days (*See Article 325*)

831 If the state of the applicant's health be certified by a Medical officer, Commissioned or in charge of a Civil Station, to be such as to make it inconvenient for him to repair to the seat of the Government under which he is serving, or to any other place, the authority by whom the leave is granted may accept either,

(1) a certificate signed by any two Medical officers, Commissioned or in charge of a Civil Station, who need not belong to the same Province as the applicant, or

(2) if the authority concerned considers it unnecessary to insist upon the production of two medical opinions, a certificate signed by an officer in medical charge of a Civil Station and countersigned by either the District Officer or the Commissioner of the Division

832 The certificate obtained should then be submitted to Government for orders The grant in Article 829 of the option of undergoing medical examination at the seat of the Government under which he is serving, or at any other place, does not confer on the applicant a right to proceed on leave without the sanction of the Government to which he is subordinate

No. 16

Page 236 Article 833.

Add the following at the end of this Article :—

"Subject, however, to any orders on the subject issued by the Local Government, the head of the office may, at his discretion, accept a certificate from the applicant's medical attendant without such countersignature"

(th Ed t on No 16 dated 1 8-10)

may, after careful investigation of the case, either countersign the certificate or refuse to do so, as he thinks fit No certificate should be submitted for countersignature without the cognizance of the head of the applicant's office

Page 237. Article 838.

Substitute the following for this Article :—

838 (*a*) An applicant for an extension or commutation of leave on medical certificate who is residing in Europe, North Africa, America, or the West Indies, must satisfy the Medical Board at the India Office as to the necessity for the extension or commutation

Ordinarily he must attend at the India Office for examination at the Board, but, in special cases, particularly if he be residing at a distance of more than sixty miles from London, a certificate in a form to be obtained from the India Office and signed by two medical practitioners may be accepted A certificate obtained outside England and signed by foreigners must be attested by consular or other authority as bearing the signature of qualified medical practitioners

(*b*) An applicant for an extension or commutation of leave on medical certificate who is residing in India or in any place not mentioned in clause (*a*) of this Article must submit with his application (which is to be submitted to *the proper authority in India under Article 238), certificates from two* medical practitioners in the following form —

We hereby certify that we have carefully examined Mr A B of the , who is suffering from (the nature of the disease and the present condition of the officer must be fully detailed) and we declare upon our honour that according to the best of our judgment and belief he is at present unfit for duty in India, and that it is absolutely necessary for the recovery of his health that his present leave which will expire in India on , should be extended by months / weeks

Date ________________

Place ____________

The certificate must be attested by the Principal Medical or other authority where the officer resides

(*b*) In the case of a officer who is not gaze[illegible]

by the authority whose duty it would be to fill up his appointment if vacant

The report of an Audit Officer is not required on the title to leave of an applicant who is not a gazetted officer

(c) The Local Government may, with or without restrictions, delegate the power of granting leave to any officer who, in its opinion can judge of the expediency of granting the leave and who can, without reference to higher authority, make the necessary arrangements for carrying on the absentee's duties during the leave The Local Government may at any time withdraw powers delegated under this clause

(d) An officer acting under clause (c) must in the case of a gazetted officer, first obtain a report from the Audit Officer that the leave is admissible If he grants the leave, he must communicate his orders to the Audit Officer by insertion in the Gazette or otherwise In delegating its powers of granting leave in accordance with clause (c), the Local Government will decide whether, in the case of gazetted officers, either the grant or the refusal of the leave should be reported to it

842 A Local Government granting leave to a member of the Indian Civil Service on the Bengal, Madras, or Bombay Establishment serving out of his own Presidency, should inform the Government of India, Madras, or Bombay, as the case may be

843 Leave to an officer appointed by a High Court is granted by the Chief Justice subject, in the case of gazetted officers, to the report of the Accountant General that the officer is entitled to the leave

844—*Cancelled*

845—*Cancelled*

Section III.—Rules regarding Chaplains.

Church of England

846 Subject to the exigencies of the public service, Local Governments are empowered with the concurrence of the Bishop of the Diocese, to grant any Furlough or Special leave authorised by these Regulations to Chaplains serving within their respective jurisdictions Priority of claim is determined in accordance with Article 310

847 If a Chaplain who belongs to the Madras or Bombay Ecclesiastical Establishment, but is serving in the Bengal Presidency, applies for Furlough or Special leave, the Local Government under which he is serving will, if it grants the leave, inform the Government of Madras or Bombay, as the case may be

848 The Bishop of the Diocese is empowered to grant Privilege leave to Chaplains under Article 592, subject to the public exigencies, of which the Bishop shall be the judge But the grant, cancelment, or extension of such leave should be reported to the Local Government concerned

849 All applications for leave should be accompanied by a certificate from the Accountant General, that the leave asked for is admissible, and should, as a general rule, be forwarded, through the proper channel, to the Bishop of the Diocese, who will transmit applications for Furlough or Special leave with his remarks to the Local Government concerned, and will himself dispose of applications for Privilege leave In cases of urgency,

leave on medical certificate may be granted by the Local Government in anticipation of the concurrence of the Bishop, who should, however, be informed without delay

850 Except under orders of the Secretary of State, the term of Furlough or Special leave cannot be altered without the permission of the Government by which it was granted

851 Every Chaplain who obtains leave shall supply himself with a last pay certificate, and with a statement showing the allowances which he is entitled to draw while absent These documents will be furnished by the Accountant General (*see Chapter XLVI*), and no leave allowances will be payable without their production

NOTE.—[If a Chaplain's term of twenty five years' service expires (*see Article 601*) during his leave, or during the period to which it is stated that it may be extended the fact should be noted on the last pay certificate]

852 A Chaplain shall report his return to duty to the Bishop, and to the Local Government by which his leave or furlough was granted.

853 If any Local Government shall see fit to refuse Furlough to any Chaplain on the ground of the exigencies of the public service, it shall report such refusal for the confirmation of the Government of India This Article applies only to Chaplains on the Bengal establishment

Church of Scotland.

854 (*a*) Leave of absence to a Chaplain of the Church of Scotland attached to a regiment, is granted in the same manner as to officers of the Corps with which he is serving, subject to the recommendation of the leave by the Presidency Senior Chaplain of the Church of Scotland

(*b*) The leave of such a Chaplain appointed to a station, is granted by the Local Government and notified in the local Gazette

(*c*) In the case of the Presidency Senior Chaplain of the Church of Scotland in Bengal, the leave should be granted by the Local Government and by the Government of India concurrently, and be notified in the local Gazette and in the *Gazette of India*

Page 239. Article 855.

Substitute the following for clause (b) of this Article:—

855 (*b*) After the furlough or leave has appeared in orders the account officer in charge of the officer's record of pension service will, in the case of furlough to Europe, North Africa, America or the West Indies, forward to the Under Secretary of State for India a statement of the officer's service in the prescribed form The statement is not required in the case of officers proceeding on furlough under the Staff or British Leave Rules

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ecord of pension service should forward to the Under Secretary of State for India a statement of the officer's service in the prescribed form The statement is not required in the case of officers of the British Army serving in India proceeding on furlough under British Leave Rules or Article 724, Army Regulations, India, Volume I, Part I

855A Applications from Military officers in Civil employ who are subject to Military Leave Rules for privilege leave combined with furlough or other leave under the provisions of Note 2 to Article 606 of these Regulations, should be submitted through the Civil Accounts Officer who audits the officer's salary, and the Civil Accounts Officer when forwarding the application to the Local Government should report on the applicant's title to the combined leave after consultation with the Controller, Military Accounts, in charge of the officer's record of pension service

856 (*a*) An application for furlough or leave in or out of India under Indian Military furlough or leave rules from an officer in permanent Civil employ or an officer holding an appointment in the Civil Department, the tenure of which is limited should be submitted through the Account officer* in charge of the officer's record of pension service, who will forward it to the Local Government, stating the furlough or leave regulations to which the officer is subject, and in addition—

(i) if the applicant is subject to the Military Furlough Regulations of 1868 or 1875—the particular rule or rules of the Regulations under which the furlough is admissible,

(ii) if the applicant is subject to the Leave Rules for the Indian Army—the year of service for pension he has entered upon, and the date on which that year commenced,

(iii) if the application is for leave in India—the particular rule of the Regulations under which the leave is admissible

(*b*) In the case of officers subject to the leave rules applicable to Regimental officers of the British Army serving in India and holding Civil appointments applications for leave should be submitted direct to the Local Government. The Controller of Military Accounts will, on application, furnish the Civil auditors concerned with a certificate showing the rate of pay admissible during leave and how the leave may be extended or commuted

(*c*) In the case of an officer in Civil employ proceeding on furlough under the Military Furlough Regulations of 1868 or 1875, the Account Officer in charge of the officer's record of pension service will furnish the Civil auditors concerned with the necessary certificate as in Form 1

857 (*a*) After the furlough or leave has appeared in orders, the Local Government will, in the case of furlough or leave out of India (elsewhere than to the Colonies) on medical certificate, forward the medical statemen of the officer's case to the Under Secretary of State for India

* The Account Officer is defined in paragraphs 2, 3 4 and 5 of the General Order in t Military Department No 134, dated 8th February 1895, as modified by the General Order that Department No 1080 of 1895.

(*b*) All reports of officers' arrival from, and departure on, furlough or leave in or out of India with dates of embarkation and debarkation, as well as those of being struck off or of resuming duty, should be forwarded to the Account Officer in charge of the officer's record of pension service

(*c*) On the return of an officer from furlough or leave, it will be the duty of the Account Officer in charge of his record of pension service to satisfy himself that he has returned within his leave, and if not, to report the case to the sanctioning authority

858 When a Military officer subject to the Military Leave Rules applies for leave of absence on medical certificate, or proceeds to a seaport for the purpose of appearing before a Medical Board, he should communicate his intention to his immediate departmental superior when he sends in his application, or before he leaves his station, as the case may be

859 An application from a Military officer subject to the Military Leave Rules for Special leave under Article 316 should be submitted to the Local Government for sanction with a certificate from the officer in charge of the officer's record of pension service that he is entitled to it

860 A Military officer subject to the Military Leave Rules proceeding on Furlough or Special leave, cannot obtain a last pay certificate or a warrant, as the case may be, until he submits to the Audit Officer a certificate in Form 1 by the Account Officer in charge of his record of pension service

Commissioned Medical Officers

861 (*a*) An application for any leave except Privilege leave and leave on medical certificate from a Commissioned Medical officer in permanent or temporary Civil employment should be submitted by the applicant, together with the Audit Officer's certificate to the Local Administrative Medical Officer by whom it will be forwarded to the Director General, Indian Medical Service

The Director General will countersign the application if the state of the public service admits of leave being granted and forward it to the Local Government If the state of the public service does not admit of leave being granted he will abstain from countersigning the application On the application so countersigned, or from which countersignature has been withheld, the Local Government will be in a position to pass orders The same procedure will be followed in the case of medical officers applying for extension of furlough on private affairs

(*b*) An application for any leave except Privilege leave and leave on medical certificate from a medical officer appointed by the Government of India should be forwarded with the Audit Officer's certificate through the Administrative Medical Officer and Local Government to the Department of the Government of India concerned who after consultation with the Director General, Indian Medical Service, will pass the necessary orders

NOTE —[A Local Government granting leave or extension of leave to a Commissioned Medical officer in temporary Civil employ should communicate a copy of the order to the Principal Medical Officer, His Majesty's Forces in India.]

record of pension service should forward to the Under Secretary of State for India a statement of the officer s service in the prescribed form The statement is not required in the case of officers of the British Army serving in India *proceeding on furlough under British Leave Rules* or Article 724, Army Regulations, India, Volume I, Part I

855A Applications from Military officers in Civil employ who are sub ject to Military Leave Rules for privilege leave combined with furlough or other leave under the provisions of Note 2 to Article 606 of these Regulations, should be submitted through the Civil Accounts Officer who audits the officer's salary, and the Civil Accounts Officer when forwarding the application to the Local Government should report on the applicant's title to the combined leave after consultation with the Controller, Military Accounts, in charge of the officer's record of pension service

856 (*a*) An application for furlough or leave in or out of India under Indian Military furlough or leave rules from an officer in permanent Civil employ or an officer holding an appointment in the Civil Department, the tenure of which is limited, should be submitted through the Account officer* in charge of the officer's record of pension service, who will forward it to the Local Government, stating the furlough or leave regulations to which the officer is subject, and in addition—

(i) if the applicant is subject to the Military Furlough Regulations of 1868 or 1875—the particular rule or rules of the Regulations under which the furlough is admissible,

(ii) if the applicant is subject to the Leave Rules for the Indian Army—the year of service for pension he has entered upon, and the date on which that year commenced,

(iii) if the application is for leave in India—the particular rule of the Regulations under which the leave is admissible

(*b*) In the case of officers subject to the leave rules applicable to Regi mental officers of the British Army serving in India and holding Civil appointments, applications for leave should be submitted direct to the Local Government The Controller of Military Accounts will, *on application*, furnish the Civil auditors concerned with a certificate showing the rate of pay admissible during leave and how the leave may be extended or commuted

(*c*) In the case of an officer in Civil employ proceeding on furlough under the Military Furlough Regulations of 1868 or 1875, the Account Officer in charge of the officer's record of [illegible]

Page 240 Article 857

Page 240. Article 857(a).

Substitute the words "Europe, North Africa, America, or the West Indies" for the words "Europe, or to any of the Colonies in America or the West Indies"

(5th Edition, No 204, dated 20-6-12)

(*b*) All reports of officers' arrival from, and departure on, furlough or leave in or out of India with dates of embarkation and debarkation, as well as those of being struck off or of resuming duty, should be forwarded to the Account Officer in charge of the officer's record of pension service

(*c*) On the return of an officer from furlough or leave, it will be the duty of the Account Officer in charge of his record of pension service to satisfy himself that he has returned within his leave, and if not, to report the case to the sanctioning authority

858 When a Military officer subject to the Military Leave Rules applies for leave of absence on medical certificate, or proceeds to a seaport for the purpose of appearing before a Medical Board, he should communicate his intention to his immediate departmental superior when he sends in his application, or before he leaves his station, as the case may be

859 An application from a Military officer subject to the Military Leave Rules for Special leave under Article 316 should be submitted to the Local Government for sanction with a certificate from the officer in charge of the officer's record of pension service that he is entitled to it

860 A Military officer subject to the Military Leave Rules proceeding on Furlough or Special leave, cannot obtain a last pay certificate or a warrant, as the case may be, until he submits to the Audit Officer a certificate in Form 1 by the Account Officer in charge of his record of pension service

Commissioned Medical Officers

861 (*a*) An application for any leave except Privilege leave and leave on medical certificate from a Commissioned Medical officer in permanent or temporary Civil employment, should be submitted by the applicant, together with the Audit Officer's certificate, to the Local Administrative Medical Officer, by whom it will be forwarded to the Director General, Indian Medical Service

The Director General will countersign the application if the state of the public service admits of leave being granted and forward it to the Local Government If the state of the public service does not admit of leave being granted, he will abstain from countersigning the application On the application so countersigned, or from which countersignature has been withheld, the Local Government will be in a position to pass orders The same procedure will be followed in the case of medical officers applying for extension of furlough on private affairs

(*b*) An application for any leave except Privilege leave and leave on medical certificate from a medical officer appointed by the Government of India should be forwarded with the Audit Officer's certificate, through the Administrative Medical Officer and Local Government to the Department of the Government of India concerned who after consultation with the Director General, Indian Medical Service, will pass the necessary orders

NOTE.—[A Local Government granting leave or extension of leave to a Commissioned Medical officer in temporary Civil employ should communicate a copy of the order to the Principal Medical Officer, His Majesty's Forces in India.]

Substitute the following for this Article —

862 Leave allowances are payable in India after the end of each calendar month, but an officer on leave out of India may at his option take payment at the Home Treasury from the date of quitting India or in the case of an officer who has quitted India during the privilege leave portion of combined leave under Article 233 from the date of commencement of such privilege leave or if he proceeds to a Colony named in Appendix 15, he can take payment in such Colony Any balance of leave allowances undrawn at the time that an officer returns to duty in India should be drawn there in rupees

An officer having elected the country in which he desires to draw his leave allowances is permitted to change only once during any one period of leave

(5th Edition, No 47, dated 1 11 10)

863 Except in the Public Works Railway and Telegraph Departments, a gazetted officer on leave in India may draw his allowance at any treasury in India An officer on leave out of India may draw his allowance in India either at his own head quarters or at the chief town of the Province, or capital town of the Presidency in which he is employed

NOTE 1 —[For the purposes of this Article Bombay may be treated as their chief town in the case of officers serving in Rajputana and Central India.]

NOTE 2 —[For the purposes of this Article Myooks in Burma are treated as gazetted officers]

864 If a gazetted officer signs his bill himself, he must either appear in person at the place of payment or furnish a life certificate signed by a responsible officer of Government, or some other well known and trustworthy person If he draws his allowances through an authorised agent the agent whether he has or has not a power of attorney, must either furnish a life certificate as aforesaid, or execute a bond to refund over payments A life certificate may be given periodically, a bond being given to cover intermediate payments not supported by the life certificate

NOTE.—[The proper stamp duty upon bonds executed under this Article is that chargeable upon Indemnity Bonds according to the First Schedule of the Indian Stamp Act II of 1899

865 *The leave allowances of a non gazetted officer on leave in India can* be drawn only at the treasury where his salary is paid, and under the signature of the head of his office who is responsible for any overcharges no other security is required

866 The payment of the leave allowances of officers and subordinates of the Public Works and Railway Departments and of officers of the Telegraph Department during leave in India is regulated by special departmental rules

Payment out of India

867 An officer proceeding on leave out of India cannot draw his leave allowance at the Home or any Colonial treasury unless he is provided with a last-pay certificate or warrant in accordance with the rules laid down in Chapter XLVI

868. When payment is made at the Home treasury or in a Colony where the standard of currency is gold, rupees are converted into sterling at the rate of exchange fixed for the time being, for the adjustment of financial transactions between the Imperial and the Indian treasuries, subject to the condition that conversion into sterling shall, for the present, be effected at the minimum rate for 1*s* 4*d* to the rupee for Privilege Leave, and at 1*s* 6*d* to the rupee for Leave other than Privilege Leave Any payments made at a different rate or otherwise erroneously, should be adjusted in subsequent payments

Exception —The officers whose names are mentioned in Appendix 16, have been specially authorised by the Secretary of State to receive leave allowances, while on leave out of India at the rate of exchange of 2 shillings to the rupee

1 If in any covenant or contract dated before the 23rd day of November 1871, with any officer for service in India, it is provided that, in payments to be made under, or in pursuance of, the contract, a pound sterling shall be considered an equivalent or equal to, and calculated after the rate of ten rupees, any leave allowance which the officer is, under his covenant or contract, entitled to receive in England, shall be converted into sterling at that rate But if, in such contract, no provision is made for the payment of any allowances during leave, the aforesaid rate of exchange will not apply to any leave allowances

NOTE —[When leave allowances are converted into sterling at 1*s* 6*d* to the rupee, each fraction of less than one third of a rupee is treated as a complete third(=6*d*) each fraction of more than one third and less than two thirds, as two-thirds and each fraction of *more than two thirds as a whole rupee*]

869 The leave allowances of all officers are issued at the Home treasury monthly in arrear on the first day of each calendar month

They are made up to the following quarterly dates, 31st March, 30th June, 30th September and 31st December, and they are paid in monthly instalments, the first two instalments in each quarter being the net amounts accrued, omitting shillings and pence, and the third instalment being the balance due for the quarter

Payment is made —

(i) to the officer on his personal application, or

(ii) to his banker or other agent, duly authorised under power-of-attorney, on production of a life certificate, filled up and executed in the manner directed thereon (except in cases where proof of existence is not required owing to the banker having guaranteed the Secretary of State against loss consequent on his dispensing with the production of such proof) or

(iii) on presentation of a draft, duly filled up and signed by the officer, in a form which, with the requisite form of life certificate attached, may be obtained from the India Office, on the officer's written application

Certificate of Leave

870 (*a*) Privilege leave allowances, when such leave is taken by itself, are not payable out of India, but in case an officer leaving India should afterwards want to combine his leave with other leave, he should take with him a certificate in Form 9

(b) This certificate should be furnished to those officers only who may apply for it, and the Audit Officer need make no enquiries as to the place in which an officer intends to spend his Privilege leave A Military officer subject to the Military Leave Rules must himself obtain the certificate prescribed in Rule 1 of Article 871, and submit it to the Audit Officer with a view to the preparation of his Privilege leave certificate, should he require one

NOTE —[Duplicate of a Privilege leave certificate is not forwarded to the India Office]

871 (a) An officer proceeding on Long Leave to Europe who does not intend to draw allowances from the Home treasury should take with him a Certificate of Leave in Form 10 from the Audit Officer in whose circle of audit his appointment is held If he visits England this certificate is to be presented at the India Office

1 A Military officer subject to the Military Leave Rules proceeding on Furlough cannot obtain the certificate in this Article until he submits to the Audit Officer a certificate in Form 1 by the Account Officer in charge of his record of pension service

(b) If the officer afterwards desires to draw his leave allowances at the Home treasury or at some Colonial treasury, he must obtain a last pay certificate from the Audit Officer in whose circle of audit he was employed when he proceeded on leave

872 An officer proceeding on Long Leave to a Colony in America or the West Indies must take with him a certificate in the form prescribed in the preceding Article If he visits England or has some occasion to apply for an extension of leave the certificate should be presented at the India Office If not previously presented, it must be forwarded to the India Office when permission to return to duty is applied for

873 An officer proceeding on Extraordinary leave without allowances to Europe or to a Colony in America or the West Indies, must take with him a certificate of leave in Form 11 from the Audit Officer in whose circle of audit his appointment is held If the officer visits England or has occasion to apply for an extension of leave, the certificate should be presented at the India Office If not previously presented it must be forwarded to the India Office when permission to return to duty is applied for The Audit Officer should when he issues this certificate send a duplicate to the India Office

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Chapter XLVI.—Last pay Certificates and Warrants.

Section I —Last pay Certificates

874 Except as provided in Article 879, no officer can begin to draw his leave allowances at any treasury in India, or at the Home treasury without

producing a last pay certificate from the Accountant General of the Province to which he belongs

1 No demand certificates are not required by an officer going on leave

875 Last pay certificates (and warrants) cannot be issued to Military officers subject to the Military Leave Rules, until Article 860 has been complied with

876 Except in respect to Colonial Warrants (Articles 888 to 891), this Section does not apply to Public Works and Railway officers whose last pay certificates are issued under departmental rules

Extensions and Commutations

877 If the leave of an officer, whether in or out of India, is extended or commuted the Audit Officer within whose jurisdiction the officer is employed must, on receiving advice of such extension or commutation forthwith com-
[illegible]

Leave out of India

880 When an officer proceeds out of India on leave with allowances, other than Privilege leave taken by itself, the Accountant General who audits his pay will, as soon as the leave is gazetted or otherwise notified send him a letter in Form 12 or 13 with enclosure in Form 14 or 15 as the case may be, requiring him to call at his office or give the necessary information
[illegible]

Page 215 Article 881.

Substitute the following for the Note under this Article.—

NOTE.—[An officer on combined leave under Article [illegible] who proceeds out of India during the privilege leave portion of such leave may, if he so desires, be paid to the date of giving up charge of his office only and may be granted a last pay certificate in view to the payment of his allowances at the Home Treasury from the commencement of his privilege leave.]

(8th Edition No 47, dated 1 11 10)

897. In column 11 in Forms 16 and 17, the Articles of these Regulations or of the Military Furlough Regulations under which the advance is made should be mentioned

Amended Certificates.

898. (*a*) Every corrected last-pay certificate whether original or duplicate should be marked "Amended Certificate" If it becomes necessary to amend a last-pay certificate in Form 16, it should be done by the use of a short corrigendum worded so as to show only the particular item or items in which alterations have been made, this corrigendum should be forwarded by the Accounts Officer at the earliest possible date direct to the India Office

(*b*) The last-pay certificate is issued on the assumption of the correctness of the intended dates of making over charge and of leaving India If these dates are changed, the required adjustment of allowances will be made when the officer returns to India, or, if necessary, sooner No alteration may be made in the certificate as issued by the Accountant General unless there is time to send it to him for alteration

(*c*) In all cases of combined leave in which an officer elects to draw his privilege leave allowances at the Home Treasury an amended last-pay certificate should be sent to the India Office whenever the amount of Privilege Leave allowances entered in the original last pay certificate requires correction, unless the officer is known to have started on his return to India If the amended last pay certificate arrives too late at the India Office, it will be returned to the issuing officer in India

Source from which Absentee Allowance is payable.

899. In making entries against the heading "Source from which," etc, the term "Indian Revenues" should be used in all certificates intended to be sent to England, as the term "Imperial Revenues" has there a different signification If the allowance is not chargeable finally to the Government of India, the Local Administration or Fund from which it is recoverable must be expressly stated

900 When leave allowances are chargeable according to the Rule of Proportions, the following is the service to be thus taken into account —

(*a*) *Privilege Leave, under Articles 246 to 278*:—

Privilege leave, duty without interruption for a period eleven times as long as the Privilege leave

(*b*) *Long Leave, European Services, under Chapter XIII* —

Furlough on Medical certificate (Articles 303 to 311), the whole continuous service.

Furlough without medical certificate, including extensions (Articles 303 and 309) the whole continuous active service

Special leave, active service for six years

Subsidiary leave, as for the leave to which it is subsidiary

897. In column 11 in Forms 16 and 17, the Articles of these Regulations or of the Military Furlough Regulations under which the advance is made should be mentioned

Amended Certificates

898 (*a*) Every corrected last pay certificate whether original or duplicate should be marked " Amended Certificate " If it becomes necessary to amend a last pay certificate in Form 16, it should be done by the use of a short corrigendum worded so as to show only the particular item or items in which alterations have been made, this corrigendum should be forwarded by the Accounts Officer at the earliest possible date direct to the India Office

(*b*) The last pay certificate is issued on the assumption of the correctness of the intended dates of making over charge and of leaving India If these dates are changed, the required adjustment of allowances will be made when the officer returns to India or, if necessary, sooner No alteration may be made in the certificate as issued by the Accountant General unless there is time to send it to him for alteration

(*c*) In all cases of combined leave in which an officer elects to draw his privilege leave allowances at the Home Treasury an amended last pay certificate should be sent to the India Office whenever the amount of Privilege Leave allowances entered in the original last pay certificate requires correction, unless the officer is known to have started on his return to India If the amended last pay certificate arrives too late at the India Office, it will be returned to the issuing officer in India

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Furlough without medical certificate, including extensions (Articles 303 and 309) the whole continuous active service

Special leave active service for six years

Subsidiary leave as for the leave to which it is subsidiary

903. (a) The Secretary of State recovers subscriptions on account of the different Civil Funds from subscribers absent from India on leave who draw their leave allowances in England who either are required by the rules of their Fund to pay their subscriptions in that country during leave, or elect to do so. Particulars of the Fund deductions to be made from the allowances of such officers on leave drawing their leave allowances in England should *be noted on the last pay certificates, and where a subscriber elects to make* payments of his subscriptions in India while on leave, or to postpone such payments until his return to India, the fact should also be noted on the last-pay certificate. The rules under which the deductions are made, and the method by which they are calculated in the cases of the different Funds will be found in Articles 557 to 560.

(b) The deductions to which the allowances of a member of the Indian Civil Service are subject while he is on leave on account of his annuity should invariably be stated in his last pay certificate. (*See Article 556.*)

Chaplains.

904. A certificate in Form 30 should be attached to the last-pay certificate *of a Chaplain proceeding* on leave to Europe.

PART IX.

897 In column 11 in Forms 16 and 17, the Articles of these Regulations or of the Military Furlough Regulations under which the advance is made should be mentioned

Amended Certificates

898 (*a*) Every corrected last pay certificate whether original or duplicate should be marked "Amended Certificate" If it becomes necessary to amend a last pay certificate in Form 16, it should be done by the use of a short corrigendum worded so as to show only the particular item or items in which alterations have been made, this corrigendum should be forwarded by the Accounts Officer at the earliest possible date direct to the India Office

(*b*) The last pay certificate is issued on the assumption of the correctness of the intended dates of making over charge and of leaving India If these dates are changed, the required adjustment of allowances will be made when the officer returns to India, or, if necessary, sooner No alteration may be made in the certificate as issued by the Accountant General unless there is time to send it to him for alteration

(*c*) In all cases of combined leave in which an officer elects to draw his privilege leave allowances at the Home Treasury an amended last pay certificate should be sent to the India Office whenever the amount of Privilege Leave allowances entered in the original last pay certificate requires correction, unless the officer is known to have started on his return to India If the amended last pay certificate arrives too late at the India Office, it will be returned to the issuing officer in India

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Special leave, active service for six years

Subsidiary leave as for the leave to which it is subsidiary

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Source from which Absentee Allowance is payable

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Privilege leave, duty without interruption for a period eleven times as long as the Privilege leave

(*b*) *Long Leave, European Services, under Chapter XIII* —

Furlough on Medical certificate (Articles 303 to 311), the whole continuous service

Furlough without medical certificate, including extensions (Articles 308 and 309) the whole continuous active service

Special leave active service for six years

Subsidiary leave as for the leave to which it is subsidiary

PART X.—PROCEDURE RELATING TO PENSIONS

GENERAL ARRANGEMENT

PART X

PART X.—PROCEDURE RELATING TO PENSIONS

Chapter XLVII.—Applications for and Grant of Pensions.

Section I.—Applications

No 268

Page 253. Article 907.

Insert the following as an Exception to the clause (a) (2) of this Article.—

Exception.—Details of acting grade promotions may be omitted in the case of clerks employed in Account Offices who draw fixed rates of pay.

(5th Edition, No 268 dated 1-5-12.)

907 (a) An applicant for pension ...

... Article 907.

In the last line of item 2 in clause (a) of this Article for the words 'pay and acting allowance drawn in each substantive appointment', substitute 'pay drawn in each substantive appointment', and delete the Exception to this clause inserted by correction slip No 268, dated the 1st May 1912

(5th Edition No 350 dated the 10th June 1914)

No. 333

Page 253, Article 907—

Substitute the following for clause (c) of this Article :—

(c) Th ...

subsequently found by the Audit Officer to be inadmissible, it should be followed in all cases It does not, however, justify the preparation of the formal application in Form 25 before the officer has actually retired

(5th Edition, No 333 dated the 21st November 1913)

(*b*) The information thus received should then be forwarded to the Audit Officer concerned for comparison with his office records of the applicant's statements

(*c*) If there be any discrepancy, the Audit Officer will detail the nature of such discrepancy, for instance, that the post which the applicant states that he filled during a certain period is shown by the Audit Office registers to have been filled by another man

(*d*) If the service claimed cannot be wholly verified from the records of the Audit Offices, reference must be made to the head of the office in which the applicant states that he served during the period in doubt

(*e*) If it be found impossible to verify the service otherwise, the officer receiving the application should take the statement in writing of the applicant on plain paper [*see Indian Stamp Act, II of 1899, Schedule I, No 4 (c)*] and should also collect such collateral evidence as may be procurable, for instance, certificates, such as those given by an officer to a subordinate on his leaving an office, and the testimony of contemporary servants

NOTE 1 —[The power to admit service verified under this clause may be exercised by all subordinate authorities who are empowered to sanction pensions under the rules]

[illegible]

appointment [illegible] service I am therefore directed to draw attention to the subject and to request the issue of orders to all public officers warning them to be careful, in giving certificates to their subordinates to state the whole truth in respect of character and cause of dismissal or resignation of appointment —(*Circular, Home Department, dated 15th June 1869*)]

909 In the case of a gazetted officer, part of whose service has been rendered in non gazetted appointments, the ungazetted portion of his service should be similarly verified. The statement mentioned in Article 907 (*a*) may, however, be sent to the Audit Officer direct or through the head of the department

Formal Application.

910 After completing the verification in the manner prescribed in the preceding Article, the authority receiving the statement of services of a non gazetted officer should draw up the application in Form 25, and arrange with it all the documents relied upon for verification of the service claimed, in such manner that they can be conveniently consulted, and then forward it, together with the officer's Service Book, through his official superiors to the Audit Officer If an applicant for pension (not gratuity) is no longer in active service, a last pay certificate should be attached to the application, except when he retires from the service while on leave in England and desires to draw his pension in England

911 (*a*) The officer who submits the application should certify on the application whether the character, conduct, and past services of the applicant are such as to entitle him to the favourable consideration of the Government If the application is for pension on the Superior scale, he must be careful to enter all periods of leave, suspension, etc , which are not reckoned as service

PART X,

(b) He must also invariably record his own opinion whether the service claimed has been established, and should be admitted or not, more especially in those cases in which it becomes necessary to resort to the procedure prescribed by clause (e) of Article 908, when the exact nature of the investigation made, and the conclusion at which the authority has arrived, must be especially reported

(c) If the application is for an Invalid pension, and the applicant is less than sixty years old, the requisite medical certificate should be attached to the application But if omission has been made in this respect, the authority having the power to sanction the pension may accept a certificate bearing a later date

912 In the case of an officer in superior service, who retires before he is 60 years of age, it should be stated in the column for "any other remarks" on the third page of the application for pension whether retirement is compulsory or optional and, when compulsory, the order sanctioning retirement should be quoted and cause of inefficiency specified

913 (a) A gazetted officer should submit his application through his official superiors and the Audit Officer to the Local Government

NOTE —[For the purposes of this Article Myooks in Burma are treated as gazetted officers]

(b) The application of a gazetted officer of the classes mentioned in Articles 297 (c), (d), and (e), 654 and 678, whether appointed by the Secretary of State or not, should be prepared in Form 26 In the case of other gazetted officers the application should be prepared in Form 25 either by the officer himself or by the head of his department, and the rules in Article 910 apply save that it is not necessary, if all the service has been gazetted, to have the service formally verified before forwarding the application

Submission to Government

914 (a) The last officer through whom the application passes should send it to the Audit Officer, who will (after verifying the service in the manner prescribed in Article 908 or satisfying himself that it has already been so verified) submit the application to the Local Government with a report upon the claim for pension and the rules applicable to the case

In the case of officers whose service has been partly gazetted and partly non gazetted, the verification statement prepared in the Audit office should be attached to the application on its submission to the Local Government

(b) The Audit Officer will also certify the correctness of the calculations of service and of pension, and retain the last pay certificate (Article 910) unless the pension is to be paid in another circle of audit, in which case he will forward the certificate to the Audit Officer of that circle, along with a copy of the order sanctioning the pension

1 If the case is plainly incorrect or incomplete the Audit Officer should return it for correction or explanation.

2 In the column of Form 25 reserved on the second page for the remarks of the Audit Officer or in his certificate and report on the third page of Form 26 he should note briefly his reasons for disallowing any service claimed and his explanation of any apparent discrepancies and the like

3 The Audit Officer should always call special attention to Article 470 in his report of the amount of pension admissible

PART X.

Premature Applications.

915 (a) The Government of India is ordinarily unwilling to pass orders on questions affecting the pension of an officer until he actually retires, because their premature discussion occupies valuable time almost always to no purpose and uselessly

(b) Accordingly, no question about the pension of an officer who has not retired from the public service should be submitted either to the Local Government, or by the Local Government to the Government of India, unless there are special reasons (which should always be set forth) for a departure from the general rule The mere desire of an officer for a decision upon some doubtful abstract questions affecting his prospects does not justify public correspondence on his behalf But this rule should not be read as prohibiting the consideration until an officer retires or is about to retire of a proposal to condone a break in his service

916 Except under orders from the Government of India or the Local Government an Audit Officer should, as a rule decline to advise upon any questions connected with the claim of an officer to pension until he retires or is about to retire Memorials which relate to such questions addressed prematurely to the Secretary of State are uniformly returned

917 Articles 915 and 916 do not prohibit the submission of a preliminary application for pension [*see Article 907* (b)] on behalf of an officer intending to retire immediately, while he is still in employ

Section II —Powers of Sanction

918 A pension which is certified by the responsible Audit Officer to be clearly and strictly admissible under rule may be sanctioned,

(a) in any case, by the Local Government,

(b) in the case of non gazetted officers, by the officer who has the authority to fill the appointment vacated by the retiring officer

919 to 920 —*Cancelled*

921 —(*See Appendix I, Part II, Entry 40*)

922 Should the amount granted to an officer be afterwards found to be in excess of that to which he is entitled under the Regulations, he will be called upon to refund such excess

923. (a) If any interpretation of the rules is involved, or if any indulgence not provided for by the rules is proposed, the Local Government should submit the case, with its opinion and recommendation, to the Government of India in the Administrative Department concerned

NOTE —[In respect to such recommendations, see orders printed as Appendix 9]

(b) Until the orders of the Government of India are received, a recommendation for any special indulgence should never be communicated, directly or indirectly to the officer concerned

(c) The Government of Madras and Bombay should, upon questions of pension, communicate with the Secretary of State, through the Government of India

(d) An application in Form 25 or 22, as the case may be, should accompany every special recommendation made under this Article

924 (a) Pensions in excess of the amounts admissible under these Regulations, or involving any relaxation of rule, require the sanction of the Secretary of State

NOTE —[See Note under clause (a) of the preceding Article]

(b) The Government of India have, however, been authorised to grant pensions up to a limit of Rs 10 a month or gratuities not exceeding the equivalent value of that amount, without reference to the Secretary of State, in any case, even where no pension or gratuity is admissible under rule, provided that the general spirit of the Regulations is observed

(c) When special circumstances appear to justify a departure from the rules laid down regarding "ordinary pensions" to Civil officers, it is generally desirable that the allowance granted should be an arbitrarily fixed sum, rather than any exact proportion of the amount to which it might be supposed that the rules afford a claim

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Section III.—Anticipatory Pensions

925 (a) When an officer whose pension is payable in India retires before the necessary enquiries preliminary to the settlement of the amount of his pension can be completed the Audit Officer may, upon a declaration, as follows, by the officer, sanction the immediate disbursement of the pension to which, after the most careful summary investigation that he can make without delay, he believes the officer likely to be entitled

[illegible]

provisional pension now to be paid to me exceeds the pension to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension to which I may be eventually found entitled

(b) If the Audit Officer thinks it likely that the officer would be found entitled to a gratuity only, one sixth of the amount of such probable gratuity may, upon a similar declaration, be disbursed to him monthly until the amount is finally settled

(c) The settlement of such provisional payments should be made so as to admit of their disbursement not later than one month after the officer has ceased to hold his post

(d) When the sanction under this Article is given by an Audit Officer other than the Accountant-General, he shall send a copy of his order to the Accountant General, for the issue of the requisite orders for disbursement from the treasury concerned

PART X.

Premature Applications

915 (a) The Government of India is ordinarily unwilling to pass orders on questions affecting the pension of an officer until he actually retires because their premature discussion occupies valuable time almost always to no purpose and uselessly

(b) Accordingly no question about the pension of an officer who has not retired from the public service should be submitted either to the Local Government or by the Local Government to the Government of India, unless there are special reasons (which should always be set forth) for a departure from the general rule The mere desire of an officer for a decision upon some doubtful abstract questions affecting his prospects does not justify public correspondence on his behalf But this rule should not be read as prohibiting the consideration until an officer retires or is about to retire of a proposal to condone a break in his service

916 Except under orders from the Government of India or the Local Government an Audit Officer should as a rule decline to advise upon any questions connected with the claim of an officer to pension until he retires or is about to retire Memorials which relate to such questions addressed prematurely to the Secretary of State are uniformly returned

917 Articles 915 and 916 do not prohibit the submission of a preliminary application for pension [*see Article 907 (b)*] on behalf of an officer intending to retire immediately while he is still in employ

Section II —Powers of Sanction

918 A pension which is certified by the responsible Audit Officer to be clearly and strictly admissible under rule may be sanctioned

(a) in any case by the Local Government

(b) in the case of non gazetted officers by the officer who has the authority to fill the appointment vacated by the retiring officer

919 to 920 —*Cancelled*

921 —(*See Appendix I Part II Entry 40*)

922 Should the amount granted to an officer be afterwards found to be in excess of that to which he is entitled under the Regulations, he will be called upon to refund such excess

923 (a) If any interpretation of the rules is involved or if any indulgence not provided for by the rules is proposed the Local Government should submit the case with its opinion and recommendation to the Government of India in the Administrative Department concerned

NOTE —[In respect to such recommendations see orders printed as Appendix 9]

(b) Until the orders of the Government of India are received a recommendation for any special indulgence should never be communicated, directly or indirectly to the officer concerned

PART X

tive is to prevent unnecessary delay in the submission of applications. The rule may be relaxed, in this particular, by the authority sanctioning the pension when the delay is sufficiently explained

1 The pension of an officer who under Article 436 has received a gratuity in lieu of notice, is not payable for the period in respect of which the gratuity is paid.

931 The preceding Article applies to ordinary, not to special, cases If, under special circumstances a pension is granted long after an officer has retired, retrospective effect should not be given to it without the special orders of the Government which granted it, in the absence of special orders such a pension takes effect only from the date of sanction

932 In cases where considerable delay has occurred in making application for a Wound or Injury pension, it will be granted only from the date of the report by the Medical Board, and no application for a gratuity or pension will be entertained unless submitted within five years of the date of the wound or injury

933 When a pension is stated in Rupees it is payable at any treasury in India, or, at the pensioner's option, at the Home treasury

934 Pensions granted in rupees which are drawn at or through the Home treasury are converted into sterling at the rate of exchange from time to time fixed for the adjustment of transactions between the British and Indian Governments subject to the condition that in the case of persons resident in any country in which the Indian Government rupee is not legal tender, 1s 9d the rupee is fixed as the minimum rate at which the conversion into sterling shall be effected The same rate of exchange applies to the issue of gratuities to persons residing in any country in which the rupee is not legal tender, but when the service of an officer to whom a gratuity is granted terminates in India, the gratuity should be paid in India

NOTE 1 —[Ordinarily a pensioner who has been residing in India or other country in which the Indian Government rupee is legal tender and who proceeds to a country in which the rupee is not legal tender is entitled to draw his pension from or through the Home treasury at the minimum rate of 1s 9d the rupee from the date only when he quitted the former

NOTE 3 —[In the event of a case arising which appears not to be covered by the foregoing rules, reference must be made to the Secretary of State]

935 The rule in Article 934 applies to an officer under covenant who is entitled by his covenant to pension, the covenanted rate of exchange for his pay and allowances does not, unless it is expressly so stated, apply to his pension

926 When an officer whose pension is payable in England retires before the necessary enquiries preliminary to the settlement of the amount of his pension can be completed, the Audit Officer, if he sees reason to believe that there will be delay before the pension can be finally sanctioned, should after the most careful summary investigation that he can make without delay, report to the authority who will sanction the pension, the minimum amount to which he believes the officer to be entitled This report should be forwarded at once to the India Office by the Local Government by which the pension will in due course be sanctioned The India Office will then, on receiving from the officer a declaration similar to that in Article 925, at discretion, sanction the immediate disbursement of the amount of pension reported to be the minimum likely to be admissible, or such smaller amount as may be deemed proper The final pension certificate in due form should follow the provisional certificate with the least possible delay

927 (a) If, upon the completion of the regular investigation, it be found that the pension thus summarily assigned differs from the pension finally settled, the difference must be adjusted in the first subsequent payments

(b) Provided that if a gratuity summarily assigned under Article 925 proves to be larger than the amount found actually due upon completion of the enquiries, the officer shall not be required to refund any excess actually paid to him, except as provided in Chapter XXI

928 (a) To enable the Audit Officer to exercise the jurisdiction thus entrusted to him, the head of the office or department from which the officer is removed should furnish to the Audit Officer, as soon as possible, after it becomes known to him that the officer must retire, and without waiting for his actual retirement, the fullest information that can be obtained regarding the officer's service, without correspondence which must cause delay

(b) This information is to be furnished in anticipation of the regular investigation required by Article 908 or 909 which also should on no account be delayed until the officer has actually retired

929 All officers should bear in mind that delay in the payment of pensions may involve peculiar hardship and everything should be done to prevent, or shorten to the utmost such delays

Chapter XLVIII.—Payment of Pensions.

Section I—General Rules

930 Apart from special orders, a pension, other than a Wound or Extraordinary pension under Part VI, is payable from the date on which the pensioner ceased to be borne on the establishment, or from the date of his application, whichever is later The object of this latter alterna-

tive is to prevent unnecessary delay in the submission of applications. The rule may be relaxed, in this particular, by the authority sanctioning the pension when the delay is sufficiently explained

1 The pension of an officer who under Article 436 has received a gratuity in lieu of notice is not payable for the period in respect of which the gratuity is paid.

931 The preceding Article applies to ordinary, not to special, cases If, under special circumstances a pension is granted long after an officer has retired, retrospective effect should not be given to it without the special orders of the Government which granted it in the absence of special orders such a pension takes effect only from the date of sanction

932 In cases where considerable delay has occurred in making application for a Wound or Injury pension it will be granted only from the date of the report by the Medical Board and no application for a gratuity or pension will be entertained unless submitted within five years of the date of the wound or injury

933 When a pension is stated in Rupees it is payable at any treasury in India or at the pensioner's option at the Home treasury

'rawn at or through the Home
exchange from time to time
een the British and Indian
Governments subject to the condition that in the case of persons resident in any country in which the Indian Government rupee is not legal tender, 1s 9d the rupee is fixed as the minimum rate at which the conversion into sterling shall be effected The same rate of exchange applies to the issue of gratuities to persons residing in any country in which the rupee is not legal tender, but when the service of an officer to whom a gratuity is granted terminates in India, the gratuity should be paid in India

mencement]

NOTE 3—[In the event of a case arising which appears not to be covered by the foregoing rules reference must be made to the Secretary of State]

935 The rule in Article 934 applies to an officer under covenant who is entitled by his covenant to pension, the covenanted rate of exchange for his pay and allowances does not, unless it is expressly so stated, to his pension

PART V.

Transfers between England and India

936 Transfer of a pension from an Indian treasury to the Home treasury and *vice versâ* is permitted within reasonable limits whenever desired

NOTE —[Frequent transfers of a pension to and from are not permissible and the Accountant General concerned should report to the Government of India for special orders any case in which it appears to him that undue advantage is being taken of the rule]

937 Application for transfer of payment from India to the Home treasury should be made to the Accountant General within whose jurisdiction the treasury of payment is who will grant a last pay certificate, forwarding a duplicate, with copy of the first page of the application upon which the pension was originally granted to the India Office

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Section II —Payment in India

938 (*a*) The order granting a pension to be paid in India should be forwarded with a copy of the first page of the application in Form 25 or 26, or of the whole application if in Form 22, to the Audit Officer who submitted the application He should compare the order with his report and then forward a copy thereof to the Accountant General of the Province in which payment is to be made

(*b*) In the case of persons for whom the forms referred to in clause (*a*) are not used, the information required for the Pension Payment Order should be communicated in a separate letter to the Accountant General of the Province where payment is to be made

(*c*) In the case of pensions to police officers on pay not exceeding Rs 20 sanctioned under entry No 40 of Appendix I, Part II, the order should be forwarded to the audit officer who would have reported on the claim had his certificate not been dispensed with He will exercise the necessary check with reference to Article 922 and endorse it as in clause (*a*) above

939 The Accountant General of the Province in which payment is to be made will then communicate to the officer who is to pay the pension, authority to make the payment, in the case of a pension, such authority will be a Pension Payment Order in Form 27 or 28

NOTE.—[Form 27 may not be used for pensions chargeable to Local Funds other than those which [illegible] April 1918 were treated as incorporated (*see Article* 805) or Native States. The following extract from a letter from the Government of India indicates the form of Pension Payment Order to be used and procedure to be followed when a treasury is authorised to pay a pension on behalf of a Native State

[illegible]

State

When such payments on account of pensions are arranged for the form of payment order should not be the same as that used for pensions payable from Indian Revenues The order should be of the same kind as the Ordinary Pension Payment Order, but should be clearly distinguished in form]

Procedure in paying.

940 A gratuity is paid in a single sum, and not by instalments, on receipt of the Accountant General's authority

941 A gratuity may, at the discretion of the Government of India, or with the sanction of the Government of India, on the application of the recipient, be converted either into a life annuity or into a temporary life annuity, or into an annuity payable for a fixed number of years with remainder to the annuitant's heirs in case of his death The amount of the life annuity or temporary life annuity will be determined by Table A printed in Appendix 10

942 The Government of India will never insist on the conversion of a gratuity into an annuity unless the expectation of life of the officer be reported by competent medical authority to be equal to the average

943 A pension is payable in India monthly on and after the first day of the following month under the following rules —

1 On receipt of the Pension Payment Order the Disbursing Officer will deliver one half to the pensioner and keep the other half carefully in such manner that the pensioner shall not have access thereto

... is to be entered on the reverse both of the pensioner's half and ... Payment Order, both entries being attested a...

No 343

Page 261 Article 943—

Substitute the words " one year " for the words " six months " in the second line of Rule 3 under this Article

(5th Edition No 343 dated the ... d March 1914.)

... or an account of past services ... money due or to become due on account of any such pension ... to seizure attachment or sequestration by process of any Court in British India at the ... of a creditor for any demand against the pensioner or in satisfaction of a decree or order of any such Court.

Identification of Pensioner.

944 As a rule a pensioner must take payment in person after identification by comparison with the Pension Payment Order

NOTE —[Officers of the classes mentioned in Articles 297 (c) (d) and (e) 654 and 678 whether appointed by the Secretary of State or not are when pensioned paid on payment orders in Form 28 which do not contain a full description of the payee In case of doubt if such a pensioner is not known to the paying officer he may be required to produce a life certificate or other evidence of identity]

945 A pensioner specially exempted by the Local Government from personal appearance, a female pensioner not accustomed to appear in public, or a male pensioner who is unable to appear in consequence of bodily illness or infirmity, may receive his or her pension upon the production of a life certificate signed by a responsible officer of Government or by some other well known and trustworthy person

NOTE —[The power to grant exemption under this Article from personal appearance to draw pension may be delegated by a Local Government to any officer of not lower rank than Collector of a District]

PART X.

946 A pensioner of any description who produces a life certificate signed by some person exercising the powers of a Magistrate under the Criminal Procedure Code or by any Registrar or Sub Registrar under the Registration Act, or by any pensioned officer who, before retirement exercised the powers of a Magistrate, or by a Chaplain, or any gazetted officer of Government or any person holding a Government title, is also exempted from personal appearance

947 (a) In all cases referred to in Articles 945 and 946, the Disbursing Officer must take precautions to prevent impositions, and must at least once a year require proof independent of that furnished by the life certificate of the continued existence of the pensioner

(b) For this purpose he should (save in cases of exemption from personal appearance granted by the Local Government) require the personal attendance and due identification of all male pensioners who are not incapacitated by bodily illness or infirmity from so attending, and in all cases where such inability may be alleged he should require proof thereof in addition to the proof submitted of the pensioner's existence

1 The Disbursing Officer is personally responsible for any payment wrongly made In case of doubt he should consult the Accountant General

2 A pensioner of rank may be privately identified by the Disbursing Officer and need not be required to appear at a public office

948 Payment of pensions to Police pensioners are made in accordance with the rules in this Section but if the Disbursing Officer entertains any doubt as to the identity of such a pensioner he may require the local Inspector of Police to identify him The Inspector would then be responsible for the correct identification of the pensioner

Payment to Agents

949 (a) A pensioner not resident in India may draw his pension at any treasury in India through a duly authorised agent, who must either produce a certificate by a Magistrate, a Notary, a Banker, or a Minister of religion, on each occasion, that the pensioner was alive on the date to which his pension is claimed, or execute a bond to refund over payments, and produce such a certificate as aforesaid at least once a year

(b) The pension of such an officer should not be paid on account of more than a year after the date of the life certificate last received, and the Accountant General should be on the watch for authentic information of the decease of any such pensioner, and on receipt thereof, should promptly forbid further payments

Transfers in India

950 A Local Government or an Accountant General may, on application and on sufficient cause being shown, permit transfer o payment from one treasury in India to another This jurisdiction may be delegated by the Local Government to Commissioners of Divisions, or to any higher executive authority

951 (a) A copy of any order issued by a Local Government or other executive authority under the preceding Article, should be forwarded to the Accountant General, and the Collector of the District from which the

payment is to be transferred should be instructed to return his half of the Pension Payment Order

(b) The Accountant General will then either issue a *new payment order*, or enface the payment order for payment at the new treasury, and forward it to the Treasury Officer, who will, in future, pay the pension, or, if the treasury is in another Province, will move the Accountant General of that Province to do so

952 A Collector or other District Officer *may authorise payment in* any of the outlying treasuries subordinate to his district treasury of a pension payable, under proper authority, at his head quarters, and may transfer the payment of a pension from such subordinate treasury to the district treasury, or from one subordinate treasury to another in the same district

Certificate of Non Employment.

953 (a) A pensioner drawing pension in India is required to append to his bill a certificate as follows —

"I declare that I have not received any remuneration for — —

No. 325.

Page 263, Articles 954-955—

Substitute the following for these Articles—

954. When the reverse of a Pension Payment Order is filled up, or when the pensioner's half is found to be worn or torn, both halves may be renewed by the Treasury Officer

955 If a pensioner loses his half of the Pension Payment Order, a new order may be issued by the Treasury Officer, who should see that no payment is made on the half alleged to be lost by a strict observance of Rule 2 under Article 943 The necessary note should be made in the remarks column of the register in Form 39, Civil Account Code.

(5th Edit on No 325, dated 1 9-13)

Page 263, Article 956—

Substitute the words " One year" for the words " Six months " in the first and second lines of this Article.

(5th Edition, No 325, dated 1 9 13)

— [illegible] through the Accountant General

NOTE 1 —[The Local Government may delegate its powers under this Article to Commissioners of Divisions or to such other officers as it may desire]

NOTE 2 —[The term " Local Government " in this Article means the Local Government by which or by an authority subordinate to which the pension was sanctioned and not the Local Government in whose jurisdiction the paying treasury may happen to be situated]

958 If the suspension of payment is attributable to error or neglect by any public officer, the Accountant General may direct payment of the arrears without taking the orders of the Government

Deceased Pensioners

Page 264, Article 959—

Substitute the words " One year " for the words " Six months " in the second line of clause (a) of this Article

(5th Edition, No 32, dated 1 9 13)

(b) But if the arrears do not exceed peculiar features the Accountant General is empowered to pass the arrears on his own authority

(c) After payment of the arrears of pension, the Pension Payment Order should be returned to the Accountant General with a report of the date of the death of the pensioner

960 Subject to the provisions of the preceding Article, the arrears of pension of a deceased pensioner may, if the amount does not exceed Rs 500, be paid to the heirs of the deceased after such enquiry into the rights and title of the claimants as the Collector or other officer responsible for the payment may deem sufficient If however, there is any reasonable doubt in regard to the claim or title of the heirs, or if the amount due exceeds Rs 500, the payment should be made only to the person duly authorised to receive assets belonging to the estate of the deceased

961 If an officer dies before actually retiring or being discharged, his heirs have no claim to anything in respect to his pension

Section III —Payment in England.

962 When a pension is granted to an officer who desires that payment thereof from the date of its commencement should be made at the Home treasury, the Audit Officer, who audits the pay of the officer, should, on receipt of sanction to the grant of pension, issue a last pay certificate, and forward a duplicate thereof, together with copy of the first page of application for pension and the order of the Local Government granting the pension to the India Office The forwarding letter should always request that payment be made from some specific date, the date being ascertained from the last-pay certificate

963 If the pension is not wholly chargeable against the General Revenues, care must be taken to state in the certificate how it is to be charged

964 The annuities and pensions of all officers are issued at the Home treasury monthly in arrear on the 16th day of each calendar month

They are made up to the following quarterly dates viz, to the 15th March 15th June 15th September and 15th December and they are paid in monthly instalments, the first two instalments in each quarter being the net amount accrued, omitting shillings and pence, and the third instalment being the balance due for the quarter

965 Intimation of any revision of a pension paid at the Home treasury should be made to the Secretary of State, so as to reach him before the pensioner is informed

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Section IV —Payment in a Colony

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966 The rules in this Section apply to pensions granted under the rules in any Chapter of these Regulations The pension of a pensioner residing in any Colony named in Appendix 15 may be paid there

Issue of Warrant

967 The authority for payment of a pension in a Colony shall be a Warrant in Form 29 to be issued—

(i) in the case of a pension granted to an officer serving elsewhere than under the Government of Madras or Bombay, or paid from an Indian treasury not in account with the Accountant-General Madras or Bombay,—by the Comptroller, India Treasuries

(ii) in the case of a pension granted to an officer serving under the Government of Madras or Bombay or paid at any treasury in account with the Accountant General, Madras or Bombay, —by the Accountant General Madras or Bombay, as the case may be

968 When a pension is first granted to an officer serving otherwise than under the Government of Madras or Bombay, and the pensioner desires that it shall be paid in a Colony, or when transfer of payment of a pension heretofore paid at some Indian treasury not in account with the Accountant General, Madras or Bombay, from India to a Colony is desired, the Accountant General shal furnish all particulars to the Comptroller, India Treasuries, who will issue the necessary Warrant

969 [illegible] he Government o [illegible] be paid in a Colon [illegible] at some treasury in account with the Accountant General Madras or Bombay, from

India to a Colony is desired, the Accountant General, Madras or Bombay, as the case may be, will issue the necessary Warrant

970 Every Warrant shall be issued in triplicate The original bearing the payee s signature should be forwarded to the Colonial authority concerned the duplicate to the Secretary of State, and the triplicate should be made over to the payee Each payment should be endorsed on the back of both the original and the triplicate Warrant, an acknowledgment of receipt of money being rendered by the payee When no space for such entries remains, or when a Warrant is lost or destroyed a fresh Warrant shall be issued by the officer who issued the original Warrant on application being made through the Colonial Disbursing Officer

No. 329

Page 266, Article 971—

Insert a fullstop after the word "rupee" in line 2 of Note 3 under this Article and delete the rest of the Note

(6th Edition No 320 dated 10th October 19 3)

NOTE 1 —[The same rate of exchange applies to the issue of gratuities to persons residing in any country in which the rupee is not legal tender but when the service of an officer to whom a gratuity is granted terminates in India the gratuity should be paid in India]

NOTE 2 —[Notes 1 to 3 under Article 934 apply *mutatis mutandis* to this Article]

NOTE 3 —[On Warrants issued to persons drawing pensions stated in rupees it should be noted whether payment is subject to the minimum rate of 1s 9d the rupee and whether the minimum rate should be applied from the date of commencement of payment of the pension or after six months from the date on which the pensioner shall have quitted India or a country in which silver is the standard of currency or the Indian Government rupee is legal tender]

Transfer of Payment

972 (a) Transfer of a pension from an Indian treasury to a Colony the payments in which are adjusted in the accounts of the Home treasury is permitted only once but a pensioner can at any time have payment transferred from a Colony to an Indian treasury, or from a Colony the payments in which are adjusted in the accounts of the Home treasury to England for direct payment from the Home treasury

(b) In case a pensioner desires transfer of payment of his pension from one Colony to another, the Government of India will recognise the proceedings of the Colonial authorities sanctioning such transfer which should, however, be reported separately by the pensioner to the Government of India and to the Under Secretary of State for India

973 Upon his return to India an officer should deliver up his copy of the Warrant which will serve the purpose of a last pay certificate

No. 328

Pages 267 and 268 *Chapter XLIX—*

Substitute the following for Articles 974, 975, 976, 977, 978 and 979:—

974 An officer on the Bengal Establishment who is not borne on the cadre of the Bengal Presidency, and is serving immediately under the Government of India, if he be in India, shall submit his application for permission to resign the Service and for an annuity, to the Government of India in the Department

976 Any other officer on the Bengal Establishment, if he be in India, shall submit his application to the Local Government under which he may be serving, and the Local Government will forward the application, with any observations which may be necessary, to the Government of India in the Home Department, together with a No demand Certificate from the Accountant General

1 When preparing the No demand Certificate, the Accountant General should send the officer a copy of Article 981

(5th Edition No 328 dated 1 10 13)

Retirement during leave to Europe.

977 (a) An officer, who wishes to retire from the Service while on leave in Europe, must submit his application to the Secretary of State

(b) When an officer makes his application under this Article, whether after completing his full period of service, or after having been declared by the Medical Board to be unfit for further service in India, his resignation is any demands that may be standing ed to apply to the Government of the Government of Bombay or the be, for the annuity or gratuity to which his length of service may entitle him

(5th Edition No 328 dated 1 10 13)

Grant of Pension

978 borne the cas India, in which Department the annuity or gratuity to which the officer is entitled will be sanctioned

(b) The copy of the sanctioning order forwarded to the officer will be his authority for drawing his annuity or gratuity

(c) In the case of an officer on the Madras or Bombay Establishment, or the Bengal Presidency, Government of Madras

(5th Edition, No. 328 dated 1 10-13)

979 The annuity of an officer who leaves India by sea when retiring from the Service at the end of subsidiary leave, begins, and his subsidiary leave ends, on the day of the departure of the vessel in which he sails

NOTE.—[As soon as an officer gives over charge of his office the Accountant General should furnish the following information to the Government of India in the Finance Department in the

(*b*) The copy of the sanctioning order forwarded to the officer will be his authority for drawing his annuity or gratuity

(*c*) In the case of an officer on the Madras or Bombay Establishment, the annuity or gratuity will be sanctioned by the Government of Madras or Bombay, as the case may be

Section II — Payment

979 The annuity of an officer who leaves India by sea when retiring from the Service at the end of subsidiary leave begins, and his subsidiary leave ends, on the day of the departure of the vessel in which he sails

NOTE —[[illegible]
furnish the [illegible]
if the officer [illegible]
bay if he b[illegible]

(1) Name of officer
(2) Date on which he made over charge of his office
(3) The amount of subsidiary leave granted if any
(4) Date up to (and including) which subsidiary leave allowances have been drawn.
(5) What demands if any are outstanding against the officer]

980 The annuity of a Member of Council who has not previously resigned his seat in Council or whose successor has not entered upon his office, commences from the day following that on which the vessel in which he leaves India sails or from the expiry of his five years tenure of office whichever date is earlier

981 An officer on resigning the Service must report the place at which the payment of his annuity is desired, and if he is leaving India, the date of the departure of the vessel in which he sails If he belongs to the Bengal Establishment, the report must be made to the Government of India in the Finance Department, and if he belongs to the Madras or Bombay Establishment, to the Government of Madras or Bombay, as the case may be

NOTE —[A copy of this rule should be furnished by the Accountant General to every officer (if he be in India) who applies to resign with an intimation that there will be delay in the commencement of his annuity if he does not report the place at which payment is desired and if he is leaving India the date of his departure (*See also Rule* 1 *under Article* 975)]

982 Annuities are payable in arrear, monthly, and to date of decease

983 (*a*) Payment of annuities and gratuities may be taken at the Home treasury in sterling money, or in India in rupees, at the following rate —

(i) If the annuitant was on the Bengal Establishment —10¾ rupees for each pound sterling
(ii) If the annuitant was on the Madras or Bombay Establishment, —10 65 rupees for each pound sterling

NOTE —[The reasons for the difference in the rates of exchange are to be found in the history of the Annuity Funds. The rates of exchange differ considerably in the various Service Funds.]

(*b*) Provided that any annuitant, who is a permanent resident in India may, if he wishes to draw his annuity in that country, exercise the optio

of receiving it at the rate of exchange annually fixed for the adjustment of transactions between the British and Indian Exchequers

NOTE —[This rule applies to all officers whose pensions are stated in sterling, and who being resident in Asia take payment in India]

984 Transfer from the Home treasury to an Indian treasury, and *vice versâ*, is permitted twice only

985 Whenever a certificate is issued for the payment of an annuity from the Home treasury, the amount of the annuity must be stated in pounds sterling and not in rupees and in the case of transfer of payment from India to the Home treasury it must be distinctly recorded that no further payment on account thereof will be made in India

986 An officer who resigns the Service while he is in Europe, and who has completed the requisite period of service and residence, and elected to draw his annuity from the Home treasury, can obtain advances from the Secretary of State for India, pending receipt of the authorities referred to in Article 978

987 Payment of annuities may be made in any Colony named in Appendix 15 in accordance with the procedure laid down in Articles 966 to 973

Chapter L.—Pensions to Chaplains.

[illegible]ay be made to, and pensions are granted either by [illegible]a, the Government of Bombay, or the Government [illegible] may be), or by the Secretary of State

[illegible]proceeds to Europe on leave should give the Secretary of State [illegible] he decides to retire without returning to India.]

[illegible] the date on which the Chaplain completes such service [illegible] should also be stated whether he is on duty or on leave, and

[illegible]ceeding to England on retirement, without [illegible]l procure a certificate in Form 30—

[illegible]n on the Bengal Establishment, or a Chaplain [illegible] of Scotland serving in the Bengal Presidency, [illegible]mptroller, India T[illegible],

[illegible] the Bombay [illegible] Madras [illegible]

[illegible] Church [illegible]

[illegible]he Acc[illegible] [illegible] or

[illegible] of [illegible]

[illegible] who

(*b*) The copy of the sanctioning order forwarded to the officer will be his authority for drawing his annuity or gratuity

(*c*) In *the case of an officer on the* Madras or Bombay Establishment, the annuity or gratuity will be *sanctioned by the* Government of Madras or Bombay, as the case may be

Section II —Payment.

979 The annuity of an officer who leaves India by sea when retiring from the Service at the end of *subsidiary* leave begins, and his subsidiary leave ends, on the day of the departure of the vessel in which he sails

[illegible]

bay, if he belongs to the Madras or Bombay Establishment —

(1) Name of officer
(2) *Date on which he made over charge of his office*
(3) The amount of subsidiary leave granted if any
(4) Date up to (and including) which subsidiary leave allowances have been drawn.
(5) What demands, if any, are *outstanding* against the officer]

case of an officer not borne on the *cadre of the* Madras Bombay *or Bengal* Presidencies and to the Government of Madras, Bombay or Bengal, if he belongs to the Madras Bombay or Bengal cadres —

1 Name of officer
2 Date on which he made over charge of his office
3 *The amount of subsidiary leave granted if any*
4. Date up to (and including) which subsidiary leave allowances have been drawn
5 *What demands, if any,* are outstanding *against the officer*]

of receiving it at the rate of exchange annually fixed for the adjustment of transactions between the British and Indian Exchequers

NOTE —[This rule applies to all officers whose pensions are stated in sterling and who being resident in Asia take payment in India]

984 Transfer from the Home treasury to an Indian treasury, and *vice versâ*, is permitted twice only

985 Whenever a certificate is issued for the payment of an annuity *from the Home treasury, the amount of the annuity must be stated in pounds* sterling and not in rupees, and in the case of transfer of payment from India to the Home treasury, it must be distinctly recorded that no further payment on account thereof will be made in India

986 *An officer who resigns the Service while he is in Europe, and who* has completed the requisite period of service and residence, and elected to draw his annuity from the Home treasury can obtain advances from the Secretary of State for India, pending receipt of the authorities referred to in Article 978

987 Payment of annuities may be made in any Colony named in Appendix 15 in accordance with the procedure laid down in Articles 966 to 973

Chapter L —Pensions to Chaplains

988 Applications may be made to and pensions are granted either by the Government of India the Government of Bombay, or the Government of Madras (as the case may be), or by the Secretary of State

NOTE —[A Chaplain who proceeds to Europe on leave should give the Secretary of State at least four months notice if he decides to retire without returning to India]

if the latter for what period.

989 A Chaplain proceeding to England on retirement, without applying for pension, should procure a certificate in Form 30—

(i) If he is a Chaplain on the Bengal Establishment, or a Chaplain of the Church of Scotland serving in the Bengal Presidency,—from the Comptroller, India Treasuries,

(ii) If he is a Chaplain on the Bombay or the Madras Establishment or a Chaplain of the Church of Scotland serving in Madras or Bombay,—from the Accountant General at Bombay or Madras (as the case may be)

990 A Chaplain of the Church of England, who wishes to obtain pension from the authorities in India, must submit his application through the

Archdeacon or Bishop of his Diocese, to the Government of India in the Home Department if he belongs to the Bengal Ecclesiastical Establishment, and to the Local Government if he belongs to the Madras or Bombay Ecclesiastical Establishment

991 A Chaplain of the Church of Scotland, who wishes to obtain pension from the authorities in India, must submit his application, through the Presidency Senior Chaplain if he is not himself the Presidency Senior Chaplain, to the Government of India in the Home Department if he is serving in the Bengal Presidency, and to the Local Government if he is serving in Madras or Bombay

992 The Home Department, or the Government of Madras or Bombay, before accepting the resignation of a Chaplain, should obtain a certificate from the Comptroller, India Treasuries, or the Accountant General, Madras or Bombay, as the case may be, showing the Chaplain's service, residence, and the amount of pension to which he is entitled

993 (*a*) In the case of the Bengal Presidency, if the Chaplain's resignation is accepted, the case should be forwarded to the Finance Department of the Government of India, in which Department the pension to which the Chaplain is entitled will be sanctioned

(*b*) In the case of the Madras or Bombay Presidency, the procedure is the same, but the pension is sanctioned by the Government of Madras or Bombay as the case may be

994 A Chaplain to whom pension has been granted in India should be careful before proceeding to England to obtain the usual certificate of the last issue of pay or pension to him in India

PART X

Part XI.—REGULATIONS RELATING TO TRAVELLING ALLOWANCES.

GENERAL ARRANGEMENT

PART XI.—REGULATIONS RELATING TO TRAVELLING ALLOWANCES.

Chapter LI.—Definitions and General Rules.

Section I —Principles of Calculation.

995 Travelling allowance is given to an officer to cover the actual travelling expenses incurred by him in travelling in the interests of the public service It is a fundamental principle that the allowance is not to be a source of profit, and, save as specially provided in these Regulations, no allowances are granted to meet the expenses of the families of officers accompanying them when travelling on duty

Route for calculation of Travelling Allowance

996 (*a*) For the purpose of calculating travelling allowance, a journey between two stations is held to be performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short

NOTE —[Where there are alternative railway routes and the difference between them in point of time and cost is not great travelling allowance should be allowed for the route actually used]

(*b*) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling In case of doubt the Head of the Department concerned will, in respect of journeys within his jurisdiction performed by officers under his control, declare which shall be regarded as the shortest of two or more routes

(*c*) If an officer travels by a route which is not the shortest, but which is cheaper than the shortest, his travelling allowance is calculated by the route by which he makes the journey

997 The Local Government, or the Head of the Department in the case of journeys within his jurisdiction performed by officers under his control, for special recorded reasons, may permit travelling allowance to be calculated by a route other than the shortest or cheapest, provided that the journey is actually performed by such route

NOTE —[In the case of journeys between stations which are in the jurisdiction of different Local Governments heads of departments under whose orders transfers are made from one Province to another may exercise the powers of a Local Government under Articles 996 and 997]

998 The point in any station from which a journey is held to commence, or at which it is held to end, is the chief public office or any other point fixed for the purpose by the Local Government.

NOTE —[See Note under Article 1065 (iii) (i)]

PART XI.

TT

When means of locomotion are supplied

999 An officer who is provided with and avails himself of the means of locomotion at the expense of the State or of Local Funds either—

(i) may draw half the travelling allowance ordinarily admissible to him for a journey of the same kind, or

(ii) is subject to the deduction from his travelling allowance of such fixed hire or charge as the Local Government or the Head of an Imperial Department in respect of journeys within his jurisdiction performed by officers appointed by him and under his control, may by any general rules determine

NOTE —[The case of an officer who is supplied with a boat or carriage but who pays all expenses of its use or propulsion, does not fall within clause (i) of this Article in such cases a fixed hire under clause (ii) may be charged.]

1 This Article does not apply to—

(a) Officers of the fourth class

(b)	
(i) Gazetted Officers and Rangers of the Forest Department serving in the Sunderbans Division (ii) Certain officers and their establishments in Aden and in Persia and the Persian Gulf as detailed in the Manuals of the Audit officers concerned	Are entitled to half the daily allowance ordinarily admissible

(c) When travelling by steamer supplied at the expense of the State—

(i) The Executive Engineer, Eastern Nara, and his establishments (ii) The establishment accompanying the Commissioner in Sind the Deputy Commissioner, Upper Sind Frontier, and the Superintending Engineer, Sind	Provided a certificate is furnished by the officer concerned that complete camp equipage was maintained throughout the period occupied by the journey

(iii) Officers and subordinates of the Irrigation Department in Sind These officers draw ordinary travelling allowances subject to the following conditions, namely,—

(1) that the officer concerned, or, if he be of lower rank than an Executive Engineer, the Executive Engineer, certifies that complete camp equipage was maintained throughout the journey, and

(2) that mileage allowance cannot be drawn in lieu of daily allowance for journeys over twenty miles by steamer or partly by steamer and partly by road, unless the portion of the journey performed by road exceeds twenty miles, when mileage should be calculated on the road journey only

(d) When travelling by boat supplied at the expense of the State—
(i) The Commissioner of Customs, Salt, Opium and Abkari, Bombay
(ii) The Collector or Assistant Collectors of Salt Revenue in Bombay
(e) The Commissioner in the Sunderbans and his establishment when on tour in the Sunderbans
(f) Officers who are entitled to or are allowed free transit by railway whether under a free pass (see Appendix 30) or otherwise
(g) Officers who are provided with elephants required for the conduct of professional operations and not for their private use
(h) Officers using motor cars or motor cycles supplied by Government or a Local Fund These officers draw half the daily allowance ordinarily admissible and are not entitled to exchange the daily rate for mileage under Article 1065
In the case of officers who draw fixed travelling allowance, a deduction of Rs 3 shall be made for every day on which they travel in motor cars provided from General Revenues or Local Funds
If a journey by motor car or motor cycle provided by Government or a Local Fund is combined with a road journey by ordinary conveyance the officer so travelling may at his option draw either (1) the full daily allowance admissible under Article 1063, or (2) if the journey by ordinary conveyance exceeds 20 miles, the mileage allowance admissible under Articles 1034 1037 No extra allowance will in either case be drawn on account of the journey by motor car
(i) Officers of the Salt Department in Bengal when travelling by steamers or boats provided by Government These officers draw daily allowance at ordinary rates, not subject to increase under Article 1140 but no mileage
(j) Chauffeurs of motor cars supplied by Government or a Local Fund, when performing road journeys on motor cars in their charge and involving an absence of not less than one night from head quarters In such cases, they will draw half the daily allowance ordinarily admissible to officers of their class (Articles 1002 and 1063), subject to a minimum of 6 annas in the Bombay Presidency and 4 annas elsewhere The daily allow-

Camp Equipment and Horses

1000 When the Local Government is satisfied that it is in the interests of the public service that an officer required to travel on public duty should send his horses camels motor cars, motor-cycles, bicycles, or camp equipment by railway or steamer or in Burma, send his horses, by a vessel other than a

mer, it may, by special order in each case, permit him to recover, in tion to his authorised travelling allowance, the actual cost of their carriage n uding, whether separately charged for or not, the cost of conveyance of one syce and one grass cutter for each horse

NOTE.—[An officer in receipt of a permanent monthly travelling allowance is not entitled to the privilege of this Article]

1001 The Local Government may prescribe such limitation as it thinks fit regarding the maximum weight of camp equipment and number of horses to be carried by an officer of any class or department, and may, subject to such limitations, delegate its power of sanction under Article 1000 to any head of a department or controlling or inspecting officer

Section II —Classification of officers

1002 For the purposes of this Part of the Regulations officers are divided into four classes —

First —The first class includes members of the Indian Civil Service, Statutory Civil Servants, ex Statutory members of the Provincial Civil Service, members of the Provincial Civil Service in Madras, Bombay, Bengal, the United Provinces, the Punjab and the Central Provinces holding any of the appointments mentioned in Appendix 5, members of the Provincial Civil Service in Burma and Assam appointed to hold posts ordinarily reserved for members of the Commission, Military Commissioned and Departmental officers, Chaplains, the officers mentioned in Appendix 18, and any other officer who holds an appointment the pay or maximum pay of which exceeds Rs 500

Second — The second class includes Warrant officers, Non Commissioned officers Civil Assistant Surgeons, Civil Apothecaries in Madras, Probationary and Assistant Superintendents of the Post Office, Sub Deputy Collectors in Bengal and Assam all Deputy Inspectors of schools in Eastern Bengal and Assam substantive or temporary, Assistant Deputy Educational Inspectors in Bombay F[illegible] inspecting officers of lower rank than Inspectresses of schools, Probationary Deputy Collectors in Bengal, Probationary Deputy Collectors and Extra Assistant Commissioners in Eastern Bengal and Assam qualified students of the Thomason College under practical training and any other officer, not included in the first class, who holds an appointment the pay or maximum pay of which exceeds Rs 100

Third – The third class includes all officers in superior service not included in the first or second class and jail warders in the Bombay Presidency drawing more than Rs 10 a month.

Fourth —The fourth class includes all officers in inferior service

NOTE 1 —[Fitters and other mechanics employed on State Railways and drawing a higher rate of pay than Rs [illegible] according as their [illegible]

[illegible] their pay exc[illegible]

(a) Of rank higher than constable everywhere
(b) Of the rank of constable in the Aden and Makhi Dland Police
(c) Mounted constables in Sind]

PART XI

1003 Honorary Magistrates, who are not officials of Government, may, when employed on Government work under the orders of the District Magis

No 97.

Page 277 Article 1004

Substitute the following for this Article —

1004 The Local Government may grant travelling allowance under these Regulations to any person, who is not a Government official and who may be required to attend any meeting of a Commission of enquiry or of a Board, Conference, Committee or departmental enquiry, convened under (or with reference to) its orders to transact or advise upon matters of public business or to conduct examinations held under its authority, or who may be required to perform any public duties in an honorary capacity, and may for this purpose declare, by general or special order, to what class such a person belongs and to what daily allowance he is entitled, subject to the conditions (1) that the ordinary daily allowances for officers of the first and second classes, respectively, shall not exceed Rs 5 and Rs 3, and (2) that an *ex*-Government servant shall not be granted travelling allowance by a higher class than that to which he belonged when last in Government service It may also, at its discretion, grant such a person, in lieu of travelling allowances under these Regulations the travelling hotel and carriage expenses actually incurred by him

NOTE 1 —[The grant of travelling allowance under the Regulations is desirable as far as possible in all cases falling under this Article as it avoids correspondence and tends to facility of audit]

NOTE 2 —[The Local Government may delegate its powers under this Article to the Head of the Department concerned or to the Government officer presiding over the meeting of the Commission etc]

(5th Edition No 97 dated 1 9 11)

-sponding rank with permanent appointments

Combination of Appointments

1009 An officer holding either temporarily or permanently, two separate appointments is entitled only to the travelling allowance attached to one of them but in the case of permanent allowances, the Local Governmen may

exceeding the aggregate of the t considers that the office is, additional travelling expenses only one

1010 An officer placed in charge of the current duties of an office is not entitled to the travelling allowance attached to the office, except under the special order of the authority empowered to give such charge and in the following cases —

(a) An Assistant or a Deputy Superintendent of Police placed in charge of the office of a District Superintendent may draw the travelling allowance

of a District Superintendent and an Inspector placed in charge o the office of a District Superintendent, Assistant Superintendent or Deputy Superintendent may draw the travelling allowance of a Deputy Superintendent

(b) An officer in the Survey of India, whatever his substantive rank may be, draws when in charge of a Survey Party, the travelling allowance of a Deputy Superintendent

(c) A certain number of upper subordinates in the Buildings and Roads and Irrigation Branches, respectively, of the Punjab the United Provinces and Bengal, according to a scale sanctioned from time to time by the Government of India in the Public Works Department when placed in charge of districts or sub divisions are allowed travelling allowance at the rates admissible to Assistant Engineers, or Sub Engineers as may be ordered by the Local Government Lower subordinates of the United Provinces, Buildings and Roads Branch, when similarly placed in charge of districts or sub divisions, within the scale referred to above, draw travelling allowance at similar rates Subordinates and Inspectors of Maintenance of the North-Western and Oudh and Rohilkhand Railways when placed in charge of sub divisions, or sub districts also draw travelling allowance at the rates admissible to Assistant Engineers

(d) A lower subordinate placed in charge of a properly constituted subdivision in Bengal or in Burma may be granted the same travelling allowances as an upper subordinate when the necessity for such an arrangement arises in consequence of the paucity or absence of upper subordinates

1 The Local Government may delegate its power under this Article to the Head of a Department or Commissioner of a Division

Chapter LII.—Mileage Allowances.

NOTE.—[The rules in this Chapter are rules of calculation only that is they prescribe the method of calculating travelling allowances in those cases in which they are regulated by the distance travelled. The succeeding Chapters must be referred to for a definition of the circumstances under which the title to the allowances accrues]

Section I —Travelling by Railway

1011 Officers travelling by railway on duty are entitled to class accommodation according to the following scale —

(a) *Officers of the First Class* —First, or, where there are only two classes, upper class

(b) *Officers of the Second Class* —Second or, where there are only two classes apart from the intermediate, upper class

(c) *Officers of the Third Class* —Intermediate class or if in the train by which the officer is required to travel there be no Intermediate" compartment then—

(i) where there are only two classes —lower class

(ii) where there are three classes,—second class if the officer's pay or maximum pay is not less than Rs 50, otherwise, third class

(*d*) *Officers of the Fourth Class* —Lowest class, whether called lower, third or fourth

NOTE —[On the Darjeeling Himalayan Railway all officers of the third class are entitled only to third class accommodation]

No. 28.

Page 279. Article 1012.

No. 297.

Page 279. Article 1012.

Substitute the following for the 2nd item of the list of exceptions under this Article as amended by correction list No 28, dated 1st October 1910 :—

Annas

4

(5th Edition, No 297, dated 1-7-12)

tares for which the deduction is not made]

1 Police Inspectors and Chief Constables in Bombay employed exclusively on railways are not liable to have their allowances reduced when they use a free pass.

1014 When an officer is entitled to travel in a higher class at a lower fare, his travelling allowance must be reduced by the amount by which the fare of the class in which he travels exceeds the fare actually paid

Unopened Lines

1015 (*a*) An officer of the State Railways or the Telegraph Department travelling on an unopened line of railway by trolly, material train or engine, draws in addition to the actual cost of haulage (if any) the following mileage allowances, *i e* —

If an Officer of the first class	. . .	1½ annas
Ditto	second class .	9 pies
Ditto	third or fourth class . . .	3 ,,

(b) This Article is not applicable to officers of the Consulting Engineer's department, or to officers attached to open lines of railway

(c) An officer cannot draw any other allowance in lieu of, or in addition to, this special allowance, except—

(i) when he makes a journey of less than twenty miles partly by trolly and partly by road in which case he can only draw daily allowance, for the whole journey, * and

(ii) when he remains absent from head quarters for a night, in which case he can draw, at his option either daily allowance, or the allowance admissible under this Article

(iii) when the conditions of Article 1061 (a) are satisfied, in which case he may draw also the allowances admissible under that Article

NOTE.—[The special allowance admissible under this Article is not affected by Article 999]

Section II.—Travelling by Sea or River.

1016 An officer when travelling by sea or in a river steamer, is allowed either free accommodation or the amount of passage money actually paid for accommodation, on the undermentioned scale —

(a) *Officer of the First Class* —First class for himself, and lowest class for two or, if his salary is not less than Rs 1,000 three servants

(b) *Officer of the Second or Third Class* —Middle or second class for himself and lowest class for one servant

(c) *Officer of the Fourth Class* —Lowest class

1017 The preceding Article is subject to the following provisos —

(a) An officer of the second class whose pay is not less than Rs 200, may elect for any journey to claim accommodation under clause (a), in which case he will also come under the other rules in this Section applicable to first class officers

(b) The head of the office may direct that any officer whose pay does not exceed Rs 30 shall be allowed accommodation under clause (c) only

1018 The Director of the Royal Indian Marine when travelling on duty by sea or in a river steamer, and the Political Resident at Aden when travelling on duty by sea in that capacity may recover the actual cost incurred by them in securing reserved accommodation up to an amount not exceeding double that admissible as passage money for themselves under Article 1016 (a)

1019 The Travelling Inspector of Emigrants, Assam, while actually engaged on the duties of Travelling Inspector, may draw first class fares for journeys by steamer

* When the journey is more than twenty miles and is made partly by road and partly by trolly the allowances are regulated by Article 1065 (iii)

1020 In cases of doubt or in cases in which owing to the arrangement of the classes on the steamer, the rules if construed strictly, involve hardship, the Local Government or the Head of a Department in respect of non-gazetted subordinates has power to decide what class of accommodation any particular officer should be allowed

1021 Except as provided in Articles 1000, 1094 (Exception I) and 1098 no more personal luggage can be carried at the expense of the State than the quantity the freight on which is included in the charge for passage

Table money

1022 If board ...

Page 281 Article 1022

Omit the word "not" between "is" and "reckoned" in the third line of this Article

(5th Edition No 9 dated 1 8 10)

(i) If the board includes wines and liquors, three twentieths of salary up to a maximum of Rs 8

(ii) Otherwise, three fortieths of salary up to a maximum of Rs 4

NOTE.—[In the case of Political Officers in the Persian Gulf and at Muskat travelling on duty in H M s ships or R I M vessels table money is recovered at the rate of three fortieths of salary up to a maximum of Rs. 4 a day whether board includes wines or not.]

1023 If board is not provided on the vessel, or, though provided, cannot, owing to caste or other religious scruples, be availed of, an officer of the second, third, or fourth class is entitled to table money or every day on which he dines on board—

(i) At the rate of daily allowance prescribed in Article 1063, subject to a minimum of four annas for himself and for each member of his family for whom passage money is admissible and who is not less than six years of age, and

(ii) At half such rate for each such member of his family who is less than six years of age

Explanation.—Table money is not recovered from an officer of the second, third or fourth class in the case mentioned in Article 1022 nor paid to an officer of the first class in the case mentioned in Article 1023

1024 Port Officers when travelling on detached duty are not subject to any deduction on account of table money if board is provided on the vessel, and, if board is not provided, they are entitled to table money at the rates of daily allowances prescribed in Appendix 25

1025 A second class passenger is not entitled to be supplied with mess at the Commander's table, unless no other mess is provided on the steamer

1026 When the route by which an officer is entitled to draw travelling allowance embraces a journey by sea which is not actually undertaken (whether owing to the officer's not travelling by the direct route or otherwise),

table money should be recovered from or paid to such officer for the average number of days which the passage occupies, such average, in case of doubt, being determined by the Local Government

NOTE —[Articles 1022 to 1026 regarding the recovery of table money apply to voyages in the neighbourhood of India only]

1027 and 1027A *Cancelled*

Government vessels

1028 An officer is bound to travel in an Indian Government vessel, if suitable accommodation be offered to him

1029 An officer travelling otherwise than on payment of passage money in a vessel, the cost of which is paid by the State or Local Funds, is subject to the rules regarding scale of accommodation in Articles 1016 and 1017 and table money in Articles 1022 and 1023 But the travelling allowance of an officer travelling in a vessel, the crew of which is paid by himself and not by the State or Local Funds, is regulated by Article 999

1030 The rates payable to Commanders of Government vessels for the entertainment on board of officers of the first and second classes together with their families and servants, and all officers in inferior service, when such officers travel as ordinary passengers, and the rates payable for the entertainment on board a vessel of the Royal Indian Marine of officers travelling on special occasions are contained in Appendix 19

Crossing River by Steamer

1031 The rules in this section apply to an officer crossing a river by steamer in the course of a journey, but when such river crossing occurs in the course of a railway journey, and the charge therefor is included in the railway fare, the rules in Section I of this Chapter are applied

Embarking and Disembarking

1032 In addition to passage money an officer travelling by steamer is reimbursed the actual expenses incurred by him in embarking and disembarking, i e, the charges from the quay to the vessel, such as wharfage fees, boat hire, and the like Charges incurred on shore are not reimbursed

Section III.—Travelling by Road.

1033 Travelling by road includes travelling by sea or river otherwise than in a steamer (e g, by steam launch or by boat), and travelling by canals

Ordinary Mileage Rates

1034 (a) For journeys by road, mileage allowance is calculated at the following rates —

Officers of the 1st class	8 annas	Officers of the 3rd class	2 annas
„ „ 2nd „	4 „	„ „ 4th „	1 anna

provided that (except in cases of transfer) a non gazetted ministerial or a menial officer is only entitled to actual travelling expenses not exceeding the rate for his class [*See Rule 1 under Article 1065 (ii)*]

(b) In cases where the journey is made by a motor car service open to the public on hire, the allowance shall not exceed twice the actual fare charged

1035 In calculating travelling allowance at mileage rates, fractions of a mile should be omitted, but only in the total of a bill for any one journey, and not in the various items which make up the bill.

Special Mileage Rates

Page 283. Article 1036.

Substitute the following for the 2nd item of the list in Cl (a) of this Article as amended by correction list No. 28, dated October 1910 --

Sub Collectors, Head, Senior and Special Assistant Collectors, Deputy Conservators, Assistant Conservators when placed in charge of Forest Divisions or employed as Instructors at the Forest College, Coimbatore and Forest Settlement Deputy Collectors . . 0 8 0

(5th Edition, No 297, dated 1-7 12)

Page 283 Article 1036.

Strike out the fifth item of the list in clause (b) of this Article, relating to Extra Assistant Conservators.

(5th Edition No 178, dated 1 8 11)

NO. 98.

Page 283. Article 1036.

Substitute the following for the 3rd item of the list in clause) of this Article .—

Assistant Inspectors of Schools, Bengal and Eastern Bengal and Assam . 6

(5th Edition No. 98 dated 1 2 11)

1037. (a) When an officer of a class lower ... perior authority to travel by special means of conveyance, the cost ... exceeds the daily allowance under Article 1063 when daily allowance ... admissible, c ... actu... transit may ... The ... actual cost ... superior auth ... orde...

that the use of the special means of conveyance was absolutely necessary, and specifying the circumstances which rendered it necessary

(b) The Audit Officer will report, for the orders of the Local Government, any case in which the concession appears to have been improperly granted

Chapter LIII.—Travelling Allowances for Journeys on Tour

Section I —General Rules

1038 An officer other than one of those referred to in Article 1039, whose duties, whether ordinary or special, necessitate his travelling within or (under proper authority) beyond the circle of his ordinary jurisdiction is entitled to travelling allowance which may be either—

(a) a permanent monthly allowance,
(b) a daily allowance, } These may, under certain conditions be exchanged for mileage under Chapter LII

(c) a conveyance allowance or actual conveyance hire

Journeys to hill stations do not come within this rule

1 An officer undertaking a journey to attend a Chapter of the Star of India or of the Indian Empire to which he has been summoned, travels on duty within the meaning of this Article

2 A Chaplain proceeding to a distance from head-quarters to solemnise a marriage or a medical officer leaving his station to attend upon the am lv of public officer which he is not bound to attend free of charge as a part of his regular duties, is not travelling on duty within the meaning of this Article

1039 The pay of the officers named in Appendix 20 has been fixed so as to compensate them for the cost of ordinary journeys (other than journeys by rail or steamer) within their respective jurisdictions, and they are not entitled to travelling allowance for such journeys When travelling by rail or steamer within jurisdiction, they are entitled to travelling allowance under Articles 1011 to 1032 When proceeding under proper authority beyond their jurisdiction, they are entitled to travelling allowance for their entire journey, including such part of it as is within their jurisdiction

1040 The Local Government is empowered to add to the list of officers in Appendix 20 subject to confirmation, on report of its proceedings to the Government of India

Limits of Ordinary Jurisdiction

1041 A Local Government may fix the limits of ordinary jurisdiction for, and impose restrictions upon, the duration and frequency of the journeys on any specified duty of any officer or class of officers

Tents

1042. (*a*) The Local Government or the Head of an Imperial Department in respect of his subordinates, is empowered to lay down the scale of Government tents to be supplied for the use on tour of any particular officer or class of officers for office and, if it think fit, private purposes

(*b*) When tents which are the property of Government are used only for office purposes by an officer on tour, they are carried at Government expense When they are used partly for office and partly for private purposes, the officer using them must, save as provided in Article 1000, pay half the cost of carriage When they are used wholly for private purposes, the officer using them must, unless the case is met by Article 1000, pay the whole cost of carriage

1043 *Cancelled*

Section II—Permanent Allowances

1044 A permanent monthly travelling allowance is granted in lieu of all other travelling allowances for journeys within an officer's circle of duty, and is drawn all the year round, whether the officer entitled to it is at the time absent from his head quarters or not Officers in receipt of such an allowance should deduct from the amount drawn each month, the value of the fares for any railway journeys for which they have used a free pass during the month

Exceptions—The following officers who draw permanent monthly travelling allowance [illegible]

(*b*) Police Inspectors in Bombay [illegible]

1045 The Local Government may, either by a general order applying to a class of officers or by a special order, permit an officer whose circle of duty extends beyond the limits of a single district, to draw, whenever his actual travelling expenses for a duly authorised journey on duty by public conveyance exceed double the amount of his permanent allowance for the period occupied in such journey, the difference between such double permanent allowance and the allowances admissible under Chapter LII in addition to his ordinary permanent allowance for such period

1046. An officer in receipt of a permanent monthly allowance may, when proceeding, under proper authority, beyond his jurisdiction exchange his permanent allowance for the entire journey, including such part of it as is

within his jurisdiction, for the allowances admissible under Article 1065, the daily allowance being taken to be one thirtieth of the permanent monthly allowance

1047 A permanent monthly allowance cannot be drawn during absence on leave or during joining time, or for any period for which travelling allowance of any other kind is drawn But save as provided in this Article a permanent allowance may, at the option of the officer receiving it, be drawn [illegible]

[illegible]

[illegible] (a). [illegible]

[illegible] under this Article —

	Rs
[illegible]	150 a month
[illegible]	1[illegible]0 „
[illegible]	[illegible]5 „
[illegible] Conservator	[illegible] „
[illegible]	[illegible] „
[illegible] Conservator	[illegible] „
[illegible] Assistant Conservator	20 „

(b) Where a charge is specially extensive, or travelling is unusually costly, the above scale may be increased, with the previous sanction of the Government of India, by twenty five or fifty per cent

1050 Conservators of Forests in Madras may grant a Forester not in charge of a Range a permanent monthly travelling allowance not exceeding Rs 8

1051. Munshis and clerks attached to Canal Divisions of the Public Works Department and sub divisional clerks and munshis on the establishment of the Executive Engineer, Kumaun Government Estates, United Provinces, who are liable to be at any time required to go on tour, may, at the option of the Local Government, be granted a permanent monthly allowance of Rs 10, in lieu of all other travelling allowance

NOTE.—[Munshis and clerks stationed beyond the external boundaries of the Hazara Peshawar Kohat Dera Ismail Khan or Dera Ghazi Khan districts receive a permanent monthly allowance of Rs 15, with the sanction of the Local Government in each case]

Section III.—Daily Allowances—Conditions

1052 (a) A daily allowance is intended to cover the ordinary daily charges of an officer on tour, it is drawn only during absence from head quarters on

duty, including the period of halts on duty, or on an authorised holiday, during such absence

(*b*) Save where otherwise expressly provided, daily allowance is inadmissible for journeys, or halts in the course of journeys, under any other Chapter of these Regulations

1053 The period of absence from head quarters begins on the day on which the officer actually leaves head quarters, and ends on the day on which he returns to them It is not reckoned by the departure or return of his camp equipage

1054. (*a*) The Local Government may apply the provisions regarding a halt at head quarters, contained in Article 1059, subject to the conditions and certificates therein specified (as far as applicable), and to such other restrictions as may seem requisite, to the period, if any, intervening between the departure from, or arrival at, head quarters of an officer and of his camp equipage

(*b*) In the case of officers in Sind the Local Government may similarly apply the provisions of Article 1059 to the period ... tween the engagement of ...

No. 99.

Page 287 Article 1055

Substitute the following for Exception 2 to this Article —

2 In the Bombay Presidency, general duty Karkuns general duty Circle Inspectors and their peons, Talatis deputed on duty outside their jurisdictions Taluka Head Munshis in the Province of Sind when deputed to carry out field inspections or other similar work ordinarily carried out by ... Inspectors and Sub Inspectors as do not receive a horse ... of stationary dispensaries are exempted from the ope... attached to Revenue Inspectors in the Madras Presidency

(5th Edition, No 99 dated 1 2 11)

... carry out field inspections or other similar work ordinarily carried out by Mukhtyarkars" after "jurisdictions" in line 2 of exception 2 of this Article.

(5th Edition, No 30, dated 1 10-10)

Halts during Tour.

1056 A daily allowance may not be drawn for more than ten days of a halt at one place But general exemptions from the operation of this rule may be sanctioned by the Local Government by a general rule or order, where they are satisfied,

(*a*) that prolonged halts are necessary in the interests of the public service, and

(*b*) that such halts necessitate the maintenance of camp equipage or where no camp equipage is maintained, entail extra expense on the officer after the first ten days

Similar exemptions subject to the same conditions may be granted in individual cases up to a limit of 30 days by Imperial Heads of Departments and Provincial Heads of Departments Commissioners of Divisions Settlement Commissioners and Superintending Engineers to whom the Local Government may delegate authority for this purpose

It is open to the authority sanctioning the exemption to lay down any limits or conditions which it may think fit to impose, for instance when an exemption is made under this Article the full daily allowance admissible under rule may be reduced by such an amount and may be granted for such number of days as the sanctioning authority may deem proper in each case

NOTE 1 —[A General duty Karkun in Bombay draws daily allowance for the first 120 [illegible] of absence from head quarters in each financial year [illegible]

No 60

No. 312

Page 288 Article 1057.

Substitute the following for this Article —

1057 (a) For the purpose of Article 1056 a halt is continuous unless terminated by an absence at a distance exceeding five miles for a period including not less than three nights

(b) In calculating the ten days referred to in that Article any day on which th [illegible] be excluded For such [illegible] or if he is entitled [illegible]

(c) After the expiry of ten days an officer may draw travelling allowance under the ordinary rules for journeys from the halting place even though followed by a return to it

Note —[In Articles 1056 and 1057 the halting place for the purposes of Article 1055 should be considered to be the officer's temporary head-quarters]

(5th Edition No 312 dated 1 8-12)

from the rule in Article 1056 conditionally or unconditionally, will be found in the Manuals of the local audit officers concerned.

Head-quarters

1059 (a) A Local Government may, by general or special order permit any officer or class of officers to draw, during a halt at head quarters the actual expense (not exceeding the daily allowance) of keeping up camp equipage (when it is necessary to do so) during a halt provided such actual expense may not be drawn for a longer period than twenty one days in Sind or Rajputana, and ten days in other places

Explanation.—A halt is not interrupted for the purpose of this rule by an absence on duty from the place of halting for less than three nights.

(b) An officer drawing an allowance under this Article for a halt at head quarters must certify that he has during such period kept up the whole or part of his camp equipage and that the expense so incurred is not less than the halting allowance drawn In the case of a non gazetted or menial officer

the head of the office must also certify that it was necessary for such officer to keep up the whole or a part of his camp equipage as the case may be

(c) Except in the case of officers to whom Exception 2 to Article 1055 applies, a halt within five miles of head quarters in the course of a tour is, for the purpose of this Article, treated as a halt at head quarters

NOTE.—[Riding camels and riding horses may under the orders of the Local Government, be treated as camp equipage for the purposes of Article 1059 in the case of munshis and clerks in the Punjab and Sind, and also for the purposes of Article 1054 (*b*) in the case of such officials in Sind]

1060 The Local Government may determine, in case of doubt, what are the head quarters of any officer serving under it The Head of an Imperial Department may similarly decide in the case of his subordinates

Cumulative Allowances

1061 (*a*) An officer compelled, on a sudden emergency, to leave his camp and proceed rapidly on duty to a place more than twenty miles distant, may, under the special order of the Local Government, draw the actual expense of maintaining such camp, not exceeding the daily allowance, in addition to the allowances admissible under Chapter LII, whether the camp be moved or not

(*b*) The Local Government may delegate its power under this Article to the head of a department

1062 An officer entitled to daily allowance, whose jurisdiction extends over a whole province, may, when making a journey of over a hundred miles to the first and from the last camp of a tour, in lieu of the daily allowance admissible for the days occupied by such journey, recover the whole necessary expenditure incurred thereupon, including the conveyance of camp equipment, servants horses motor cars motor cycles, bicycles and private baggage The number of servants horses, motor cars, motor cycles bicycles and the quantity of private baggage to be thus charged for should be fixed by the Local Government

Section IV —Daily Allowances—Rates

1063 Officers are entitled to daily allowances as follows —

(i) An officer of the first class, Rs 5

(ii) An officer of the second class, four annas for every Rs 25 or fraction of Rs 25 of the pay or maximum pay of his appointment, subject to a maximum of Rs 3

(iii) An officer of the third class, two annas for every Rs 12½ or fraction of Rs 12½ of the pay or maximum pay of his appointment, subject to a minimum of six annas in the Bombay Presidency, or four annas elsewhere.

PART XI.

U

No. 100.

Page 290. Article 1063.

Substitute the following for Exception (d) under this Article :—

(d) Clerks ...

the Viceroy's Council, or period of the tour extra not be drawn in addition

the sum of salary and

(ii) Clerks on salaries of not less than Rs 100, but less than Rs 200 Half salary provided the sum of salary and allowance does not exceed Rs 266⅔ a month

(iii) Clerks on salaries of Rs 200 and above—One third salary to a maximum of Rs. 200 a month

NOTE —[The Hospital Assistant attached to the Viceroy's dispensary and the Postmaster and Postmen of the Viceroy's Camp Post Office, when accompanying His Excellency on tour, are treated for the purposes of this rule as clerks]

(5th Edition, No 100, dated 1 2 11)

(iii) Clerks on salaries of Rs. 200 and above—One third salary to a maximum of Rs 200 a month.

NOTE.—[The Hospital Assistant attached to the Viceroy's dispensary, when accompanying His Excellency on tour, is treated for the purposes of this rule as a clerk]

(e) Permanent clerks, potdars and shroffs deputed to accompany remittances beyond their provinces to the places named below, are entitled to daily allowances at the following rates for the period of their absence on duty .—

	Clerks.			Potdars and Shroffs		
	R	a.	p.	R	a	p.
(i) Bombay, Calcutta, Karachi and Rangoon . .	1	4	0	1	0	0
(ii) Other places	0	12	0	0	8	0

The Head Commissioner of Paper Currency and Comptroller General may however grant Rs 1 8 to clerks, Rs. 1-4 to potdars or shroffs and annas 4 to peons, when he is satisfied that the rates otherwise admissible are insufficient.

(f) Clerks and Hospital Assistants accompanying the Lieutenant Governor of the Punjab on tour are granted an allowance of one-third salary, subject to a maximum of Rs. 50 and a minimum of Rs. 20 a month, from the date on which the camp leaves head quarters to the date of its return. Inferior servants are entitled to the free carriage of their baggage. Clerks accompanying the Lieutenant-Governor of Bengal on tour also draw allowances at the above rates.

(g) Settlement and Assistant Settlement Officers and Excise Deputy Collectors in Bengal are entitled to daily allowance at the following rates :—

(i) Officers on pay of Rs. 700 or upwards, Rs. 7 8-0 a day.

(ii) Officers on pay of less than Rs. 700 a month, 50 per cent. in excess of the rate of ... in the ... the 24- ... in the

(h) Cash sircars and potdars on the Eastern Bengal State Railway, when temporarily employed in the capacity of Assistant Pay clerks, and travelling with cash on the line, draw travelling allowance at the same rate as Assistant Pay Clerks.

PART XI.

1064 With the following exceptions ...

No. 143.

Page 291 Article 1064

Substitute the following for clause (2) of this Article —

(2) Secretaries or Joint Secretaries to Government in the Public Works Department of Madras, Bombay, Bengal, the United Provinces, Punjab, Burma and Eastern Bengal and Assam, when travelling with the Governor or Lieutenant Governor, are entitled to a daily allowance of Rs 10

(5th Edition No 143 dated 1-6-11)

Section V.—Mileage in lieu of Daily Allowances.

When Daily Allowances are exchangeable

1065. An officer may for any day draw in lieu of his daily allowance—

(i) if he travels by railway or steamer or both, the allowances admissible under Articles 1011 to 1015 or Articles 1016 to 1032, or both, as the case may be,

(ii) if he travels more than twenty miles by road, or if, being a non gazetted ministerial or a menial officer, he travels by public or hired conveyance under a certificate from the head of the office that he was required to do so, the allowances admissible under Chapter LII

fit to prescribe Such restrictions or limits may, if considered advisable amount to an absolute prohibition of the exchange of daily allowance for mileage in certain cases ...... or they may consist only in the prescribing of a subsidiary scale']

(iii) if he travels partly by road and partly by rail or steamer, or both—

(1) in respect of the road journey, the allowance admissible under Articles 1033 to 1037, limited unless the conditions of clause (ii) of this Article are fulfilled, to the amount of the daily allowance,

NOTE—[In determining the allowance admissible under clause (iii) (1) for a road journey

(2) in respect of the journey by railway or steamer, the allowances admissible under Article 999, or Articles 1011 to 1015,[1] or Articles 1016 to 1032, or both, as the case may be

1066. In the case of officers whose salary does not exceed Rs 200 a month the Local Government may, by general or special order, and subject to such conditions as it thinks fit to impose, permit any officer or class of officers to draw allowances admissible under Chapter LII for the whole period of any absence from head quarters, on condition that no daily allowance is drawn for such period, if it considers that their duty is such that the daily allowance is not sufficient to cover travelling expenses

Officers attached to Railways.

1067. The following officers, whose duties require them to travel constantly by railway, are not entitled to allowances under Articles 1011 to 1015, except in cases of transfer from one line to another, but are granted daily allowances for any day on which they are absent from their station for more than eight hours, in addition to a free pass, or if they are not allowed a free pass, the fares for themselves and for the servants and baggage accompanying them which a free pass would cover —

Deputy or Assistant Inspector-General, Railway Police

Railway Magistrate, Rajputana

All officers and men of Railway Police

Subordinate police officers of the Provincial Criminal Investigation Department, Madras

All officers of the State Railways and of the Telegraph Departments, and medical subordinates attached to open lines of Guaranteed or State Railways, except the Train Staff or Running Establishment

The Additional Clergy Society's Chaplain at Indore and that Society's Railway Chaplain at Insein.

1 Inspectors of maintenance on State Railways are not entitled to draw allowances under this Article except when they are under special circumstances, absent from head quarters for more than four hours between 9 P M and 5 A M, such absence being certified by the head of their department.

NOTE.—[The Railway Board may grant at their discretion travelling allowance under this rule to Permanent Way Inspectors temporarily transferred from open to unopened (construction) lines.]

2. The proviso in Article 23 applies to allowances drawn under this Article.

3. In cases in which any of the above mentioned officers makes a road or steamer journey in combination with a railway journey, he may, if he travels to a place distant five miles or more from the point where he leaves the railway, draw in addition allowances under Articles 1033 to 1035, or Articles 1016 to 1021.

NOTE.—[The time thus spent on the road or steamer journey must be neglected by the officer in calculating the duration of absence from his station for the purpose of claiming daily allowance under this Article.]

[illegible] (Mail) Officers.

No. 82.

Page 293. Article 1068.

Insert the following as Rule 1 under this Article:—

(6th Edition, No. 82, dated 2-1-11.)

[illegible]

Rs. 4, respectively, a day of not less than six consecu[illegible]

NOTE.—[illegible]

[illegible] two days.

Officers in the Survey of India Department.

1070. (*a*) The following special rules apply to officers in the Survey of India:—

(i) A Survey officer may, for a journey in the field, exchange his daily allowance for the allowance admissible under Chapter LII only when he is specially authorized by the Surveyor-General or Deputy Surveyor-General, and when he has to travel by public or hired conveyance or is employed on special duty.

No. 83.

Page 294. Article 1070.

Substitute the following for the table under rule (a) (ii) of this Article:—

	When allowed to travel with camp equipment.	Otherwise.
Servants	No	No
For an officer of the Imperial Service [illegible] an officer in charge of a party [illegible] an Extra Deputy Superintendent	6	3
For an Assistant Superintendent [illegible] an Extra Assistant Superintendent [illegible] Rs. 300	4	[illegible]
[illegible]	3	1
[illegible]	[illegible]	1
[illegible]	1	1
Camp Equipment and Baggage	Mds	Mds
[illegible] an officer in charge of a party [illegible]	[illegible]	12
For an Assistant Superintendent [illegible]	[illegible]	8
[illegible]	15	5
[illegible]	10	3
[illegible]	[illegible]	2
[illegible]	[illegible]	2

[illegible]

in lieu of the other half of daily allowance may recover such actual expenses by bills prepared and countersigned as in the preceding clause When coolies are employed, camp equipment and baggage must be limited to half these weights

Officers in the Madras Survey

(b) The above rules apply also to officers in the Madras Survey (including those doing duty as Land Records Superintendent), with the two following modifications, namely, the Deputy Director of Survey and the Deputy Director of Land Records exercise the functions of the Surveyor General or

Deputy Surveyor General, and the following table is substituted for the table in clause (*a*)

	When obliged to travel with camp equipment	Otherwise
Servants	No	No
For an Assistant Director of the 1st 2nd 3rd or 4th class and for an Assistant Director of the 5th class when in charge of a survey party	6	3
For an Assistant Director of the 5th class when not in charge of a survey party	4	2
For a Sub Assistant	3	1
Camp Equipment and Baggage	Mds	Mds
For an Assistant Director of the 1st 2nd 3rd or 4th class and for an Assistant Director of the 5th class when in charge of a survey party	35	12
For an Assistant Director of the 5th class when not in charge of a survey party	25	8
For a Sub Assistant	15	5
For Head Surveyors Deputy Surveyors Writers— (*a*) whose salaries are not less than Rs 50 (*b*) whose salaries are less than Rs 50	 8 5	2

1071 Clause (*a*) (*ii*) of Article 1070 applies to officers of the Geological Survey the bill in their case being countersigned by the Director

Other Special Cases

1072 (*a*) An Inspector of Post Offices may not exchange his daily allowance for mileage on journeys by road When travelling by rail or sea or in a river steamer he draws the single fare of his class and a single fare (when actually paid) of the lowest class for one servant in addition to his daily allowance—Daily allowance is however not admissible when the officer is granted table money or avails himself of board provided on the steamer

(*b*) An Income tax Assessor in the interior of Bengal is not entitled to exchange his daily allowance for mileage

Inferior Servants

1073 An inferior servant if entitled to daily allowance under Article 1038 may, for a journey by railway, draw his daily allowance in addition

to railway fare An inferior servant named in Appendix 20 may draw daily allowance in addition to the rail or steamer fare admissible under Article 1039 for an authorised journey beyond jurisdiction, but not for one within jurisdiction

NOTE—[In the Madras Presidency, the Local Government is authorised to sanction, in addition to daily allowance the grant to inferior servants of all classes of actual expenses for travelling by boat or ferry during journeys outside jurisdiction though such journeys do not exceed 20 miles.]

Section VI.—Conveyance Allowances.

1074. When an officer has a large amount of travelling at or within a short distance from head quarters, for which travelling allowance is inadmissible under this Chapter, a permanent conveyance or horse allowance is granted to him, which is drawn throughout the year

1075. Conveyance allowances are granted to the officers named in Appendix 26

Additions to this Appendix can be made only with the sanction of the Government of India

How affected when on Tour or on Leave.

1076. (*a*) Save as provided in Article 1077 (*b*), a permanent conveyance allowance is not forfeited during absence from head-quarters, and may be drawn in addition to any other travelling allowance admissible under rule

(*b*) It is, however, inadmissible during joining time or, except in the undermentioned cases, during leave

Exception 1—Provided it is not drawn by any other officer during his absence, conveyance allowance may be drawn during privilege leave by an Archdeacon a Presidency Senior Chaplain of the Church of Scotland a Chaplain, a line rider of the Indian Telegraph Department, a Police Inspector in Madras Inspectors and Sub Inspectors of the Calcutta Police a Military Medical Subordinate employed in the Civil Department and a zilladar or a salutri in Baluchistan or Sind.

Exception 2—[illegible] 26 are [illegible] extra [illegible] rs and [illegible]

Public Works, Railway, Telegraph, Forest and other Departments.

1077 (*a*) A conveyance allowance not exceeding the amount shown in each case in the following table may be granted to a subordinate named in the first column by the authority specified in the third column if such subordinate has a large amount of travelling at or near head-quarters

(*b*) This allowance is forfeited whenever daily allowance or road mileage is drawn.

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(c) The provisions of clause (1) of Article 1065 (iii) may be applied to such of these officers as draw no daily allowance, the limit of road mileage in

No. 101.

Page 297. Article 1077.

Substitute the following for the entries under "Public Works Department" and "Forest Department" in the table in clause (c) of this Article :—

No. 310.

Page 297. Article 1077.

Substitute the following for the first clause of the footnote relating to "Lower Subordinates" :—

1078 (*a*) Managers of State Railways may grant a conveyance or horse allowance to subordinate employés on open lines of railway, in cases where the use of a trolly is, in their opinion, a source of danger or of inconvenience, *whether with reference to the physical features of the line* or *to the passage of public trains*

(*b*) The allowance, which is not to exceed Rs 30 a month for an officer who ranks with an Upper Subordinate, and Rs 15 a month for an officer who ranks with a Lower Subordinate, should be given on the understanding that an employé who draws it is on no account to be allowed the use of a trolly on the length in question, and c nnot draw ordinary travelling allowance while in receipt of this allowance

1 Sub Inspectors of maintenance on the Bolan Railway, who are prohibited from using trollies, may be given allowances not exceeding Rs 30 a month under this Article

1079 Subject to the restriction contained in the note under entry 26 in Appendix 25, a horse allowance of Rs 20 a month may be granted by the Local Government to any Income tax Assessor in Bengal employed in the Mufassal

Section VII.—Conveyance Hire

[illegible] ..k, a Police officer [illegible] Sergeant, a mem- [illegible] of the Telegraph Department or the Head Preventive officer at Karachi, is despatched as a messenger, on busines to a place in the neighbourhood of the office to which the business appertains, or is, outside the ordinary course of duty, suddenly summoned to, or despatched from office or some place in the neighbourhood on urgent business, the actual expenses incurred may be charged to Government *provided the head of the office certifies that the charge was unavoidable*

1081 The Local Government may grant to any officer summoned temporarily on duty to a Presidency town [illegible] ance not exceeding Rs 3 a day as it t[illegible] not draw conveyance allowance under [illegible] daily travelling allowance

1082 Conveyance hire is granted in the special cases shown in Appendix 27 at the rates and under the conditions therein indicated

Chapter LIV —Other Journeys.

Section I.—Joining first Appointment.

1083 Travelling allowance is not ordi[illegible] a[illegible] for the journey to join a first appointment in th[illegible] of non-gazetted subordinates, whether perma[illegible] Government may, either by a special order in [illegible]

PART XI

general order in respect of any particular class of officers, allow travelling allowance, the rate admissible being that of the class (Article 1002) to which the appointment the officer proceeds to join belongs The Local Government may delegate its powers of sanction in individual cases to any subordinate authority

Exceptions.—In the following cases travelling allowances are admissible for joining a first appointment —

(a) To any person appointed to the Public Works or Railway Department the Telegraph Department, the Survey of India, the Medical or any other Department in any capacity requiring technical skill or knowledge for which he has been specially trained

(b) Under the special orders of the Director General, to a person newly appointed to the Postal Department to fill a temporary vacancy or a vacancy in another province in which no suitable person is procurable locally

(c) To a Chaplain appointed to the service of Government while resident in India, from the place where he receives the order of appointment

(e) Not exceeding actual expenses and under the special orders of the Surveyor General of India in each case, to computers and copyists of the Computing Party of the Trigonometrical Branch Office at Dehra Dun and computers of Astronomical Parties and to students of the Schools of Art and other Government schools who are appointed as draftsmen in the Survey of India Department

Pensioner re employed

1084 The authority competent to sanction the re-appointment may grant travelling allowance to a pensioner or an officer thrown out of employment by reduction of establishment or abolition of appointment, for such part of the journey to take up a new office on re appointment to the public service, as falls within India

No. 298.

Page 299. Article 1085.

Substitute the following for this Article :—

1085 The Local Government may grant a free passage for so much of a journey to join an appointment as is performed by sea to any person who is appointed by it or by the Government of India to an office which he cannot join except by sea

(5th Edition, No. 298, dated 1-7 12)

Officers appointed in Europe

1087 The rules regarding (*a*) passage to India and outfit allowances (in case of appointment in Europe) and (*b*) return to Europe (on termination of appointment), of certain high officers, which have been framed by the Secretary of State, are given in Appendix 28

NOTE —[The rule regarding a Chief Justice or Judge of any of the High Courts is included in Statutory Rule No 40 in Article 513]

1088 Officers appointed in Europe to the public service in India, are ordinarily allowed by the Secretary of State a free passage to India

1089 *Cancelled*

1090 A Chaplain who, during his period of probation, is declared by a Medical Board to be permanently incapacitated for further service in India is entitled on retirement to a free passage to his country, provided that he has not before retirement taken leave on medical certificate A probationer removed from the service for misconduct of any kind, or who resigns his position for any cause other than certified ill health, is not entitled to a return passage to his country, and is bound to refund the cost of his passage to India The Local Government may, however, waive the claim to refund in cases not involving misconduct when satisfied that the circumstances justify this concession

1091 An officer appointed to the Bengal Pilot Service is granted an Outfit Allowance of £20

Journeys from Port

1092 An officer who is appointed by the Secretary of State, while resident

which he is posted

1093 (*a*) If such an officer disembarks in India at any port other than the capital town of the Presidency to which he is attached, he is entitled to travelling allowance from such port to the first station to which he is posted, limited to the amount to which he would have been entitled under the preceding Article if he had disembarked at such capital town

(*b*) But if an officer is directed by the Secretary of State to proceed to a particular port, he is entitled to travelling allowance from that port

NOTE.—[For the purposes of the preceding Articles, an officer attached to any Province other than Bombay or Madras is held to be attached to the Bengal Presidency]

Section II.—Journeys on Transfer.

1094 An officer is entitled to travelling allowance at the rates prescribed in Chapter LII for a journey on transfer from one station to another, if he is transferred for the public convenience, and not at his own request, or in consequence of misconduct, and if he is entitled to pay or salary during the time

occupied in such journey Inferior servants should not be transferred save in exceptional cases in which there may be special reasons for a transfer

Exceptions—1 Police officers below the rank of Assistant Superintendent, transferred from one station to another in the same district are not entitled to travelling allowance except for journeys by rail or steamer, but may be allowed the actual cost of conveyance of their necessary baggage In Burma such officers when so transferred are however, allowed their actual expenses for journeys by boat on production of a certificate from the District Superintendent that this is the ordinary mode of travelling for persons of their class, and that the amount charged is reasonable

2 In the United Provinces [illegible]

NOTE 1—[Officers of the Forest Department, whether belonging to the superior or to the [illegible]

NOTE 2.—[Sub-Registrars in Sind who are remunerated entirely by fees, are entitled to travelling allowance when, on public grounds, they are transferred from one station to another]

1095 The officers mentioned in Article 1067 draw allowances under that Article for journeys on transfers between stations within the limits of the line to which they are attached They are not, however, entitled to daily allowance for halts made in the course of the journey, unless such halts are made in connection with their duty

1096 The rules in Articles 1070 (*a*) (ii) and 1070 (*b*) for Survey officers apply also to journeys on transfer.

Transfer of Subordinates

1097 (*a*) An officer of the classes specified below is, in case of transfer, [illegible] money for each member of his [illegible] ates admissible for himself or at [illegible] the vessel, full or half passage- [illegible]

(i) Departmental Officers and Warrant Officers ;
(ii) Non Commissioned Military Officers ,
(iii) European Soldiers , and
(iv) Officers of the second or third class whose pay is less than Rs 200.

(*b*) If, however any member of the family of such an officer is pre- [illegible]

transfer or precedes him by a period not exceeding one month

NOTE—[In the Military Works Department Chief Engineers of Commands exercise the powers of a Local Government under this Article]

1098 A non gazetted officer whose salary after transfer does not exceed Rs. 400 a month, is if the transfer is to a station more than 200 miles distant

PART XI

by the ordinary route, and is made for a period exceeding three months, entitled to travelling allowance as follows —

(*a*) For a journey by steamer or railway, to the amount actually paid in fares for the officer himself, his family, and servants, subject to the following limits —

(i) For himself and family—four full fares of the class of accommodation to which he is ordinarily entitled

(ii) For servants—three full fares of the lowest class

Also to the cost of carriage by cargo steamer or goods train of personal effects within the limits of the following scale —

Salary of officer	Weight of luggage
Rupees 100 or less	5 Maunds
More than Rs 100, but not more than Rs 200	8 „
More than Rs 200 . .	12 „

(*b*) For a journey by road, to the actual charges of locomotion for himself, his family, and three servants, up to a maximum of three times the rate of mileage to which he is ordinarily entitled, and the cost of carriage of personal effects within the scale given in the preceding clause

(*c*) If any member of the officer's family is prevented by good and sufficient cause from travelling with him his or her journey may be charged for within these limits Provided he or she follows the officer within six months of the date of his transfer or precedes him by a period not exceeding one month

NOTE —[Every officer proposing to draw travelling allowance under this Article shall, before presenting his claim submit a detailed statement explanatory of the charges incurred upon the journey to the officer to whose office he is transferred who shall after satisfying himself of their reasonableness and necessity, sign a written order (which should be attached to the bill) passing them to that extent.

1098 A Jail warders and head warders who are not in su[illegible] when transferred from one jail to another and police con[illegible] transferred from one district to another, are entitled to travellin[illegible] as follows, if they travel with their families —

(1) By railway or steamer	Double fare of the lowest class
(2) By road or boat	Two annas a mile by road and c[illegible] to gazetted r[illegible] by boat

Transfer not on Public Grounds, and for Miscond[illegible]

1099 (*a*) When an officer is transferred otherwise than for the public convenience a copy of the order of transfer shall be sent to the Audit Officer of the circle of audit in which he is serving, with an endorsement stating the reason of the transfer In the absence of such an endorsement the Audit Officer shall assume that the officer has been transferred for the public convenience

(*b*) In the case of non gazetted officers a certificate from the head of the office may be accepted in lieu of the copy of the order prescribed by clause (*a*)

1100 The authority competent to order the transfer may, if it thinks fit, by special order, permit an officer transferred for misconduct to draw travelling allowance

Transfers from the Army

1101 A military officer joining an appointment in the Civil Department may draw travelling allowance subject to the conditions laid down in this Section

1102 A Non Commissioned officer of the Native Army, who elects at request for service in the Forest Department, under the rules in force in that … e … e

Appointment changed in Transit

1103 … from one appoin… old station to th… ling) at which he receives his further orders, and thence to his new station

When Leave intervenes

1104 An officer is entitled to travelling allowance under this Section if, after giving over charge of his office, he takes privilege or examination leave before joining his new office

1105 An officer transferred during privilege or examination leave is entitled to travelling allowance from his old station, or from the place where he receives the order of transfer, whichever is less

1106 An officer who, while in transit, obtains furlough on medical certificate, is entitled to travelling allowance calculated for the journey from the old station to the furthest place to which he has proceeded on the route to his new station

1107—1109. *Cancelled.*

Section III —Journeys to Hill Stations

1110 Special rules—not incorporated in these Regulations—are prescribed for officers and establishments moving with the head quarters of a Government to and from a hill sanitarium

1111. *Cancelled.*

1112 When an officer is permitted for his own convenience to conduct his duties at a hill station, neither he, nor any of the establishment which accompanies him, is entitled to travelling allowance for the journey to or from such station

PART VI.

No. 345.

Page 301 Article 1113.

Cancelled

(8th Edition No 345, dated the 10th March 1914)

rates for his ...
the cost of the carriage of his ...
clerks or records than are essential to the efficiency ...
Any small establishment which he may require to take may be granted the following allowances, if admissible under, and subject to the conditions of, the Hill Allowance Rules of the Province.—

(i) Personal Travelling Allowance
(ii) Special Maintenance Allowance, or Deputation Allowance
(iii) Family Maintenance Allowance
(iv) House rent calculated according to the proportion which the period of residence of the Accountant General's office establishment at the hill station bears to the whole period of the residence there of the Secretariat establishment of the Local Government

Other officers

1114 Officers other than those mentioned in the Hill Allowance Rules (*see Article 1110*), who require to go to a hill station on duty, are, under the ordinary rules, entitled to travelling allowance for the journey there and back and to daily allowances for the period of halt there on duty But Local Governments and heads of departments have power to refuse, and should refuse, travelling allowance to an officer who visits a hill station on duty if he prolongs his visit beyond the period required for the performance of the duty

NOTE —[In applying the ordinary rules to halts at hill stations under this Article, the general exemptions *from* the rule laid down in Article 1036 made by Local Governments under that Article shall be held to be inapplicable]

1115 An Audit officer should retrench the travelling allowance, for a journey to and from a hill station, of an officer who remains at the hill station for more than ten days, unless the head of the department or, where the officer is himself the head of a department, the Local Government officially intimates that the presence of the officer was required on duty throughout the period

Section IV —Journeys to attend Examinations.

1116 An officer is entitled to travelling allowance twice, but not more than twice, for each standard, for journeys to and fro, consequent on attendance at—

(1) an obligatory departmental examination,
(2) in the case of Military officers in civil employ, an examination for promotion in military rank,

(3) an examination held under any rules in force for a reward for passing in the vernacular language of any frontier or hill tribe, or
(4) in the case of officers in Burma, an elementary examination in Chinese

NOTE.—[The Local Government may extend the provisions of this Article to any departmental examination even though it be not obligatory]

1117 If a candidate appears to have culpably neglected the duty of preparing himself for an obligatory departmental examination during the period available for the purpose, the Head of a Department may disallow the travelling allowance to which he would otherwise have been entitled under Article 1116

1118 The Local Government may disallow travelling allowance to a candidate who fails to obtain a reward for passing in the language of a frontier or hill tribe, if such candidate does not attain to such reasonable standard as the Local Government prescribes

1119 A civil officer or a military officer in civil employ who obtains a reward for proficiency in an Oriental language, or who for the first time obtains a Degree of Honour in any language in the Second Division, is entitled to travelling allowance to and from the place of examination

1120 A Civil Assistant Surgeon or a Medical Subordinate is entitled to travelling allowance for a journey to attend an examination for promotion to a higher grade in his own service, and, if he passes the examination, for the return journey to his own station

Section V.—Journeys occasioned by Leave or Retiremen

1121 Save as provided in this Section an officer is not entitled to travel ling allowance for a journey on proceeding on, rejoining from, or during leave

Page 305 Article 1121.

Substitute the following for this Article :—

1121 Save as provided in this Section, or by special order of the Government of India, an officer is not entitl[illegible]

No 270.

Page 305 Article 1122

Substitute the following —

1122. A Military officer in civil employ is entitled to the same privileges

No. 272.

Page 305 Article 1123

Substitute the following .—

1123 A Military Ho[illegible] entitled, when proceeding [illegible] r returning from leave to use the certificate in (Military) Form F, referred to in Article 1122

(5th Edition, No 272 dated 1-5-12)

No. 345.

Page 304 Article 1113.

Cancelled

(8th Edition No 345, dated the 10th March 1914)

rates for his jo...
the cost of the carriage of his ...
clerks or records than are essential to the efficienc...
Any small establishment which he may require to take may be granted the following allowances if admissible under, and subject to the conditions of, the Hill Allowance Rules of the Province —

(i) Personal Travelling Allowance
(ii) Special Maintenance Allowance, or Deputation Allowance
(iii) Family Maintenance Allowance
(iv) House rent calculated according to the proportion which the period of residence of the Accountant General's office establishment at the hill station bears to the whole period of the residence there of the Secretariat establishment of the Local Government

Other officers

1114 Officers other than those mentioned in the Hill Allowance Rules (*see Article 1110*), who require to go to a hill station on duty, are, under the ordinary rules, entitled to travelling allowance for the journey there and back and to daily allowances for the period of halt there on duty But Local Governments and heads of departments have power to refuse, and should refuse, travelling allowance to an officer who visits a hill station on duty if he prolongs his visit beyond the period required for the performance of the duty

No. 289.

Page 304 Article 1115

Substitute the following for this Article .—

1115 An Audit Officer should retrench the travelling allowance, for a journey to and from a hill station of an officer who remains at the hill station for more than ten days unless the head of the department or, where the officer is himself the head of a d partment the Local Government officially intimates that the presence of the officer was required on duty throughout the p riod, or that he was p rmitted to extend his stay during authorised holidays immediately following his period of duty, the duration of which should be stated

(8 Ed tion No 289 dated 1-6-12)

(1) an obligatory departmental examination,
(2) in the case of Military officers in civil employ, an exam nat on for promotion in military rank,

No. 218.

Page 309. Article 1139.

Insert the following as a note under this Article :—

[illegible]

(ii) No mileage shall be increased so as to exceed one rupee

(iii) The allowances admissible under Articles 1011 to 1015 and under Articles 1067 to 1069 and 1072 (a) for journeys by railway shall not be increased

(iv) The Local Government may, if it thinks fit, except any officer or class of officers from the general rate of increase, and direct that either the ordinary rates, or a lower rate of increase, be granted to such officer or class of officers

1140 In certain localities special rates of daily or mileage allowances or both, have been prescribed either generally or for particular classes of officers A list of these special rates in the various provinces is given in the Local Manual of the Audit Officer concerned

Chapter LVI.—Special Rules for High Officers.

NOTE —[The rules in this Chapter relate to journeys on duty Rules on the subject of journeys by railway otherwise than on duty are contained in Appendix 30]

Viceroy, Governors, and Lieutenant Governors.

1141 The Viceroy and Governor General controls his own travelling expenses and those of his household, including the members of his personal Staff, with the exception of his Private and Military Secretaries

1142 A Governor or Lieutenant-Governor controls his own travelling expenses and those of his household, with the exception of the officers of his personal Staff The Military Secretary and Aides de Camp to the Governor of Bombay receive their actual travelling expenses while on tour with His Excellency the Governor

1143 The travelling expenses of the Governors of Madras and Bombay and of their households, are paid out of the contract allowance for household charges

1144. A Local Government (other than the Governments of Madras and Bombay) should report to the Government of India, in the Finance Department, any representations made with regard to its travelling expenses by the Accountant-General and any measures taken in consequence of such representations

PART XI.

No. 251.

Page 310. Article 1148.

Substitute the following for this article —

1148 Additional Members of the Imperial Legislative Council and all Additional Members or Members of the Provincial Legislative Councils, who are required to leave their official head quarters or usual places of residence for the purpose of attending meetings of any such Councils or transacting business connected with their duties as Members of any such Councils, are entitled to travelling allowances in accordance with the following scale —

(1) The travelling allowances admissible to an officer of the first class to and from the place at which the Council meets, or the business is to be transacted, and

(2) a daily allowance for each day of residence at the place where the Council is to meet or the business is to be transacted until the close of the session or the completion of the business, at the rate—

(*a*) in the case of Additional Members of the Imperial Legislative Council, of Rs 20 a day, and

(*b*) in the case of Additional Members or Members of the Provincial Legislative Councils, of Rs 10 a day

Provided that—

(i) an Additional Member of the Imperial Legislative Council travelling to and from the place at which the Council meets, or the business is to be transacted, by railway in a first class compartment or by steamer in a cabin reserved by him for his personal use will, for such part of the journey as may be so made, be entitled, in lieu of the allowances admissible under clause (1), to a refund of the cost of reserving such a compartment or cabin,

(ii) any person who is at the same time a Member of the Imperial and of a Provincial Council, and who leaves the place of meeting of the Imperial Council, to attend the Provincial Council will be entitled to travelling allowances, as in clause (1) and proviso (i), for journeys between the places of meeting of the Imperial and Provincial Councils, and if the place of meeting of the Provincial Council is not the official head quarters or usual place of residence of the Member to a daily allowance at Rs 20 a day during the period of such attendance,

(iii) an Official Member, who is in receipt of a fixed monthly travelling allowance, will not be entitled to any allowances under this article unless he leaves the limits of his jurisdiction to attend the Council or to transact business connected with his duties as a Member of the Council, in which cases he will be entitled to the same travelling and daily allowances as other Members, subject, however, to the condition that such sum as may represent the amount of his fixed monthly allowance calculated at a proportionate daily rate, shall be deducted from his travelling and daily allowances

(5th Edition No 251 dated 1-3 12)

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[illegible]ected with his duties as a Member of the Council, in which cases he will be entitled to the same travelling and daily allowances as other Members, subject, however, to the condition that such sum as may represent the amount of his fixed monthly allowance calculated at a proportionate daily rate, shall be deducted from his travelling and daily allowances

(5th E[illegible] No 15 dated 1-4-11)

(a) in the case of Additional Members of the Imperial Legislative Council, of Rs. 20 a day, and

(b) in the case of Additional Members or Members of the Provincial Legislative Councils, of Rs 10 a day:

Provided that any person who is at the same time a Member of the Imperial and of a Provincial Council, and who leaves the place of meeting of the Imperial Council to attend the Provincial Council, will be entitled to travelling allowances, as in clause (1), for journeys between the places of meeting of the Imperial and Provincial Councils, and, if the place of meeting of the Provincial Council is not the official head quarters or usual place of residence of the Member, to a daily allowance of Rs 20 a day d[illegible]

No. 32.

Page 311 Article 1148.

Substitute the words " travelling and daily allowances" for " daily allowance" in the last line of the last paragraph of this Article

(5th Edition No 32 dated 1 10 10)

S O

Bishops of Calcutta, Madras and Bombay.

1149 The Bishops of Calcutta, Madras and Bombay, when on tours of visitation, draw a monthly allowance of Rs 1,000 (which is intended to cover all their expenses and those of their clerks and messengers for journeys by land) for the whole period of visitation, in addition to the actual expenses of journeys by sea Provided that the monthly allowance may not be drawn by any individual Bis[illegible]

of his term of office [illegible]

is actually engaged

in view, may not be drawn for any period spent in the visitation of a Sanitarium without the express approval of the Local Government

No. 332.

Page 311, Article 1158.

Add the following to this Article:—

It is open to the officers to obtain the accommodation they are entitled to by requisition or by purchase of the necessary number of tickets for cash according to their convenience

(5th Edition, No 332 dated the 20th November 1913)

Certified that—persons [illegible] than

travelled with me.

When the reserved accommodation is obtained by requisition in the form prescribed in Appendix 30 the officer will purchase tickets for persons travelling with him and get the station master to sign in the requisition form a certificate to the effect that fares for such persons have been paid.]

Chapter LVII —Rules of Procedure

Countersignature

1159 A bill for travelling allowance (other than a permanent allowance) of an officer, other than the head of a department, on tour should not be paid unless countersigned by the Controlling officer The Local Government may declare who shall be the Controlling officer for all or any of the officers of any particular department

1160 In the following cases bills for travell [illegible]

[illegible] *Article* —

[illegible] authorising [illegible] ary of the [illegible] (f) the [illegible] e of a

Duties

1161 (a) It is the duty of the Controlling officer to scrutinise the necessity frequency and duration of journeys or halts for which travelling allowance (whether permanent or other) is claimed The Controlling officer may disallow the whole or a portion of the travelling allowance claimable for any journey or halt, if he considers that the journey was unnecessary, or that it was not completed with due expedition, or that the halt was of excessive duration He should also carefully scrutinise the distances entered in travelling allowance bills (especially in the case of journeys on tour) though they are also liable to examination by the Audit Officer, and should check any tendency to abuse the option of exchanging a daily rate for mileage under Article 1065

(b) The Local Government may lay down any subsidiary rules that it thinks fit, for the guidance of a Controlling officer of any department

1162 A Controlling officer (other than the Head of a Local Government or Administration including the Commissioner in Sind) may not delegate the duty of countersignature to a subordinate

1163 Countersignature does not dispense with the necessity for formal audit with reference to rates, distances, and general *conditions* An Audit Officer will accept countersignature by the proper authority as final evidence that the fact of the journey on which the claim is founded are correct, and that the claim is admissible with reference to *Article* 1161 *(a)* and *to* any

departmental rules It is the duty of the Controlling and not of the Audit Officer to enforce departmental rules

[illegible]

PART XI

REFERENCE TABLES

ABBREVIATIONS USED IN THESE TABLES

N, Not in the 3rd edition. Ex. Exception. r, rule or rules. n, note or notes. O, omitted. App., Appendix.

TABLE I—Showing where the rules of the 4th or 5th Edition are to be found in the 3rd Edition of the Civil Service Regulations

Reference to	
4th or 5th Edn	3rd Edn.
1	1
2	2
3	3
4	5 6 7
5	8
6	9
7	10
8	11
9	12 (a)
10	13
11	14A
12	14B
13	15
14	15A
15	17
16	18
17	19
18	20
19	21
20	22
21	25
22	26
23	29
24	30
25	31
26	32
27	33
28	34

Reference to	
4th or 5th Edn	3rd Edn
29	16
29A*	N
29B*	N
30	36A
31	37
32	38
33	39
34	40, 41, 99A
35	42
35 (c) n	N
36	43
37	45
38	47
38 r 5	N
39	48
40	49
41	50
42	52
43	53
44	54
45	56
46	58
47	58A
48	59
49, 50	60 to 62
51	63
52	64
53	67
54	68
55	69

Reference to	
4th or 5th Edn	3rd Edn
56	71
57	72
58	73
59	75
60	76, 241
61	77
62	78
63	80
64	81
65	81A
66	82
67	83
68	84
69	85
70	87
71	88
72	89
73	90
74	91
75	92
76	93
77	94
77A	N
78	95
78A*	N
79	96
80	97
81	98
82	99
83	100

Reference to	
4th or 5th Edn	3rd Edn
84	101
84A*	N
85 & n 1 & 2	103—105 & n
86	106
87	107
88	108
89	109 & n
90	110 & n
90 n	114
91	111
92	112
93	113
94	115
95	116
96	117
97	118
98	119
99†	120
100†	121
101†	122
102†	123
103†	123A
104	124
105	125
106	126
107	127
108 (a)	127—I 295 n
108 (b)	131

Reference to	
4th or 5th Edn	3rd Edn
109	128
110	129
111	130
112	131
113	132
114, 115	133, 134
116	135
117	136
118	137
119	138
120	139
121	140
122	141
123	141A
124	142
125†	142A
126	142B
127	143
128	144
129	145
130	146
131	146A
132	147
133(a)	148, 169
133(b)	N
134†	149
135	150
136	151

*New Articles in the 5th Edition.
†4th Edition Articles, cancelled in the 5th Edition.

Reference to		Reference to		Reference to		Reference to		Reference to	
4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn
137	152	170	188	199	223	229 n	261 (b)	261	293
138	154	171	189	200†	225	230	262	262†	294
139	154A	172	190	201	227 n (2)	231	263	262 n	"
139A	"	173	191	201 n	227	232	264	263	295
140	155	174	192	202	228	233 (i) (ii) (iv) & (v)	264A (i) to (iv)	264	296
141	156	175	193	203	229	233 (iii) & n	"	265	298
142	157 & n 2	176	194	203A	"	234	265	266	299
143	157A	177	195	204	230 231 (a)	235	266	267	300
144	158	178	196	205 (a)	232	236	267	268	301
145†	159	179	70	205 (b)	234	237	268	269	303
146†	160	180 (a) (i) & (ii)	197 200	206	235	237 (c) n	250	270	304
147	161	180 (a) (ii)	198	207	235A	238	269	271	306
148	162	180 (a) (iii)	199	208	236	239	270	272	307
149	163	180 (c)	198A	209	237	240	271	273	308
150	164	181	201	210	239	241	272	274	309
151	165	182	202	211	240	242	273	275	310
152	166	183	203	212	241	243	274	276	311
153	167	184	204	213	301 365	244	275	277	311A
154	167A	185	205	214	242A n	245	276A	278	311B
155	168	186	206	215 n 1	243	246	277	279	312
156	170 172	187	207	215 n 2	243 n	247	278	280	313
157	171	188	208	216	245	248	279	281	314
157A	"	188 n	"	217	244 246	249	280	282	315
157B	"	189	209	218	247	250	281	283	315A
158	173	190	210	219	248	251	282	284	316
159	174	191	211 212	220	251	252	283	285	317
160	175	192	213, 214	221	252 66	253	284	286	319
160A	"	193	215	221A	"	254	285	287	32[illegible]
160B*	"	193 (b) n	"	222	253	255	286	288 & n	321 & (-)
161	176	194	216	223	254	256	287	289	322
162	177	195	218	224	257	257	288	290	323
163	178	196	219	225	257A	258	289	291	324
164	179	197	220	226	258	259	290	292	325
165	180	198	222	227	259	260	291	293	32[illegible]
166	181			228	260				
167	182			229	261 (a)				
167 n	"								
168	184								
168 n	185, 187								
169	186								

* New Article in the 5th Edition

† [illegible]

Reference to		Reference to		Reference to		Reference to		Reference to	
4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn
294	327	324	355	359	391	393	431	426	468
295†	328	325	356 (a)	360	392	394	432	427	469
296	329	326	356(b)896	361	393	395	433	428	470
297	330	327	35	362	394	396	434	429	471
298	333	328	358&r 1	363	395	397†	435	430	472
299	334	329	358 A	364	396	398	436	431	473
300 (a)	335 (b)	330	362	365	398	399	437	432	474
300 (b)	335 (c)	331	363	365 n	400	400	438	433	475
301	336	332	366	366	399	401	439	434	476
302	337	333	366 A	367	402 (a) (b)&(e)	402	440	435	477
303	338	334	367	368	403	403	441	436	478
304 (a)	339 (a) (1) & (b)	335	368	369	404	404	441 A	437	480
304 (b)	339 (c)	336	369	370	405	405†	443	438	481
305	339 A	337	370	371	406	406†	444	439	482
306	339 B	338	371	372	407	407	445	440	483
307	339 C	339	372	373	408	408	446	441	485
308	340	340	373	374	409	409	447	442	486
309	341	341	374	375	409 A	409 n	N	443	487
310	342	342	374 A	376	410	410	448	444	488
311	343	343	375	377	411	411 (a) to (c)	449	445	489
312	344	344	376	378	412	411 (d) & (e)	N	446	490
313	345	345	377	379	413	412	452	447	491
314	346	346	378	380	414	413	454	448	492
315	347	347	379	381	415	414	455 456	449	493
316	348	348 348A*	380 N	382	416	415†	457	450	494
317	349	349	381	383	417	416	458	451	495
318 (a)	350 (a) & (b)	350	382	384	419	417	459	452	496
318 (b)	350 (c)	351	383	385	420	418	460	453	497
319	351	352	384	386	421	419	461	454	498
320	351 A	353	385	387	422	420	463	455	499
321 (a)	352	354	386	388	426	421	464	456	500
321 (b)	352 A	355	387	389	†427	422	465	457	501
321 r 1 & 2	360 360 A	356	388	390	428	423 423A	465 A	458	502
322	353	357	389	391	429	424	466	459 (r) & n 1 & 2	503 (a) & r 1 & n
323	354	358	390	392	430	425	467		

* New Articles in the 5th Edition
† 4th Edition Articles cancelled in the 5th Edition

Reference to		Reference to		Reference to		Reference to		Reference to	
4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn
459(b)	503 (c)	492	536	517	572	552	611	583	647
460	504	493	537	518†	573	553	612	584	648
461	505	494 (1)	538	519	574	554	613	585 (a)	649 (a)
462†	506	494 (2)	539	520	575	554 1 & 2	609 r 2 & 3	585 (a) n	650 N
463	507	494 (3)	540	521	576	555	614	58 (b) & (c)	649 (b) & (c)
464	508	494 (4	541	522	577	556	615	586	649A
465	509	495	542	523	578	557	616 (a)	587	651
466†	510	496	543	524†	579	557 n	616 (b)	588	652
467	511	497†	544	525	581	558	617	589	653
468	512	498	545	526	582	559	618	590	654
469	513	499	546	527	583	560	619	591	655
470	514	500	548	528	584	561	620	592	656
471	515	501 (a) & r 1	549 (a) r 1	529	587	562	621	593	656A
471 n	N	501 (b)	549 (d)	530	587 A	563	622	594	657&Ex.
472	516	501 (c)	549 (f)	531	588	564 564A	623 N	595	658
473	517	501 (d)	549 (g)	532	589	565	624	596	659
474	518	501 ( )	N	533	590	566	625—627	597	659 A
475	519	501 n	550	534	591	567	632	598	660
476	520	502	551	535	592	568	633	599 599A	661 N
477	520 A	502 n	N	536	593	569	633 A	600	663
478	521	503	552	537	594	570	634	601	664
479	522	504	553	538	595	571	635	601 n	665 n
480	523	505	554	539	596	572 (a)	636 (a) & (b)	602	667
481	524	506	555	540	597	572 (b)	636 (c)	603	668
482	525	507	556	541	598	573 (a)	637 (a) & (b)	604	669 670
483	527	508	557	542†	599	573 (b)	637 (c)	605	671
484	529	509 509A*	558 N	543	600	574	638	606	672
484 Fx	N	510 510A*	564 N	544	601	575	639	607	673
485	529 A	511	565	545	602	576	640	608	674
486	530	512	566	546	603	577†	641	609	675
487	531	512 n.	567	547	604	578†	642	610	676
488	532	513†	568	548	605	579†	643	611	677
489	533	514	569	549	607	580	644	612	679
490	534	515	570	550	608	581	645	612 Fx	680
491	535	516	571	551	610	582	646 (i)	613	681

* [illegible] in the 5th Edition

† 4th Edition Additions, [illegible] in the 5th Edition

Reference to	
4th or 5th Edn	3rd Edn.
614	682
615	683
616	684
617	685
618	686
619	687
620	689
621	689A
622	689B
623	689C
624	689D
625†	689E
626	689F
627	690
628	691
629	692
630	693
631	694
632	695
633	696
634	697
635	703
636	704
637	705
638	706
639	707
640	711(*a*)
641	712
642	714
643	714A
644	715
645	716
646	717
647	718
648	718A

Reference to	
4th or 5th Edn	3rd Edn.
649	719
650	720
651	721
652	722
653	723
654	724
655	725
656	726
657	727
658	727A
659	728
660	729
661	730
662	731
663	732
664	733
665	733A
666	734
667	735
668	735A—740A
669	740B
670	741
671	742
671 n	744A
672	743
673	744
674	746A
675	745
676	746
677	747
678	748
679	749
680	750
681	751
682	751A

Reference to	
4th or 5th Edn	3rd Edn
683	752
684	753
685	754
686	756
687	757
688	758
689	759
690	760
691	761
692	762
693	763
694(*a*)	764
694(*b*)	765 773
695	769A
696	766
697	767
698	768
699	771
700	772
701	774
702	775
702A	N
703	775A
704	775B(*a*) (*b*) & (*d*)
705	775C(*a*) (*b*) & (*c*)
706	775C(*d*)
707	775(*f*)
708	} 775 D
709	} 775 D
710	N
711(*a*)	775B(*c*) 775C(*e*) 775D
711(*b*)	N
712	775E
713	775F
714	775G, 775 H

Reference to	
4th or 5th Edn	3rd Edn
715	775G(I) 775H(II)
716	775G(II) 775H (III)
717	775G(II) 775H (III)
717 n 2	N
718	775G (I) 775 H (III)
719	775G (III) 775H (IV)
720	775G (IV) 775H (V)
721	775G (IX)
722	775G (I – III) 775H (II)—V)
723	775H(I)
723 n.	N
724	775G(V) 775H (VI)
725	775H (VI)
726	775G (VI)—(VIII)
727	775H (VII)
728	776
729	777
730	778
731	779
732	780A
733	780B
734	781
735	782
736	784
737	785
738	786
739	787
740	789

Reference to	
4th or 5th Edn	3rd Edn
740 n	783 791(*a*)
741	790
742	791
743	787A
744	788
745	792 794
746	797
747	798
748	800
749	801
750	802
751	803
752 †	804
753	806
753A	N
754	808
755	809
756	810
757	811
757A	N
758	812
759	813
760	814
761(*a*) & n	815(*a*)1° & (*b*)
761(*b*)	815(*c*)
762	816
763	817(*a*) to (*m*)
764	819
765	820
766	821
767	822
768	823
769	825
770	826
771	827
772	828

† 4th Edition Articles, cancelled in the 5th Edition

REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO	
4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn
773	829	806	866	838	902, 906	864 n.	939	895	975
774	830	807	867	839	908	865	940	896	976
775	831	807 n	N.	840	909	866	941	897	977
776	832	808	868	841(a)	910(a)	867	942	898	979
777	833	809	869	841(b)	915(a) & (b)	868	945	899	980
778	834	810	870	841(c)	910(b) 915(a)	868 n 1	946	900	981
779	835	811	871, 79	841(d)	910(c)	869	948	901	982
780	836	812	78	842	911	870	943	902	983
781	837	813	872	843	912	870(b)n	944	903	984
782	838	814	873	844†	913	871	949	904	985
782A*	N	815	874, 875	845†	914	872	950	905	986
782B*	N	816	876	846	918	873	950A, 965A	906	987
783	839	817	877	487	919	874	951	907	988
784	840	818	881	848	920	875	952	908	989
785	841	819	882	849	921	876	953	909	989A
786	842	820	883	850	922	877	954	910	990
787	843	821	884	851	923	878	955, 957	911	991
788	844	822(a)	885 (a) &	852	924	879	956	911(c)n	N
789	845	822(b)	885 (c)	853	925	880	958	912	992
790	846	823	886, 887	854	927	881	959	913	993
791	847	824	888	855(a)	929(a) 930(d)	882	960	914	99
792	849A	825	889	855(b)	929(b) 931(b)	883	961	915	995
793	852	826	891	855A	N	884	962	916	996
794	853	827	892	856	930(a) to (c)	885	963	917	997
795	854, 855	828	893	857	931(a), (c) & (d)	886	964	918	998
796	857	829	894	858	932	887	965	919†	999
797	858	830	895	859	933	888	966	920†	1000
798	859	831	897	860	934	889	967	921 †& 1	1001
798 n	N	832	899	861(a)	935(a) to (d)	890	969	921† n. (1) (4)	N.
799	860	833	903	861(b)	935 (e)	891	970	921† n (5) & (6)	1002
800	861	834	904	862	936	892	972	922	1003
801	862	835	905	863	937	893	973	923	1004
802	863	836	900	864	938	894	974	924	1005
803	864	837	901					925	1006
804	843 (2) (3) & n							926	1006A
805	865								

* New Articles in the 5th Edition.
† 4th Edition Articles, cancelled in the 5th Edition.

Reference to		Reference to		Reference to		Reference to		Reference to	
4th or 5th Edn.	3rd Edn.	4th or 5th Edn	3rd Edn.	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn.
927	1010	960	1042	992	1083	1023	1116	1055Ex.	1158
928	1011	961	1044	993	1084	1024	1117	1056	1159
929	1012	962	1047	994	1085	1025	1118	1056 n	1161
930	1013	963	1048	995	1086, 1087	1026	1119	1056 r 1	1163
931	1014	964	1049	996	1088, 1089	1027†	1119A	1057	1159
932	1014A	965	1050	997	1090	1028	1120	1058	1160, 1162
933	1015	966	1051, 1052	998	1091	1029	1121	1059	1164
934	1015A	967	1053	999	1092	1030	1122, 1123	1060	1165
935	1016	968	1054	1000	1093, 1095	1031	1124	1061	1166
936	1017	969	1055	1001	1094	1032	1125	1062	1166A
937	1018	970	1056	1002	1096	1033	1126	1063	1167
938	1019	971	1057	1003	1097	1034	1127	1063Ex	1168
939	1020	972	1058	1004	1097A	1035	1128	1064	1169
940	1021	973	1059	1005	1098	1036	1129, 1130A	1065	1170
941	1022, 1023	974	1063	1006	1099	1037	1131	1066	1170A
942	1024	975	1064	1007	1100	1038	1132	1067	1171
943	1025	976	1065	1008	1101	1039	1133	1068	1172
944	1026	977	1066	1009	1102	1040	1134	1069	1173
945	1027	978	1067	1010	1103	1041	1135	1070	1174
946	1028	979	1068	1011	1105	1042	1141	1071	1175
947	1029	980	1069	1011Ex	1106	1043†	1142	1072	1176
948	1030	981	1070	1012	1107	1044	1145	1073	1177
949	1031	982	1071	1013	1107A	1044Ex	1146	1074	1178
950	1032	983	1072	1014	1108	1045	1147	1075	1181
951	1033	984	1073	1015	1109	1046	1148	1076	1179
952	1034	985	1074	1016	1110	1047	1149	1076Ex	3000 n., 1180
953	1035	986	1075	1017	1111	1048	1150	1077	1183
954	1036	987	1076	1018	1112	1049	1151	1078	1184
955	1037	988	1077	1019	N.	1050	1152	1079	1184A
956	1038	989	1078 (a)	1020	1113	1051	1153	1080	1185
957 & n 1	1039 & n	990	1079, 1080	1021	1114	1052	1154	1081	1186
957 n 2	N	991	1081, 1082	1022	1115	1053	1155	1082	1187—1189A
958	1040					1054	1156	1083	1190
959	1041					1055	1157	1083Ex.	1191

† 4th Edition Articles cancelled in the 5th Edition.

Reference to		Reference to		Reference to		Reference to		Reference to	
4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn
1084	1192	1099	1206	1116	1226	1132	1213	1148	1283
1085	1193	1100	1207	1116 n	1227	1133	1214	1149	1284
1086	1194	1101	1210	1117	1228	1134	1215	1150†	1285
1087	1195	1102	1211	1118	1229	1135	1216	1151†	1286
1088	1196	1103	1212	1119	1230	1136	1217, 1249	1152†	1286A
1089†	1197	1104	1213	1120	1231	1137	1218, 1250A	1153†	1286B
1090	1197A	1105	1214	1121	1232	1137A	N	1154†	1286C
1091	1198	1106	1215	1121A	N	1138	1250A	1155†	1286D
1092	1200	1107†	1216	1122	1233	1138A	N	1156†	1286E
1093	1201	1108†	1217	1123	1234	1139	1251	1157†	1286F
1093 n	1202	1109†	1218	1124	1235	1140	1252	1158	1286G
1094	1203	1110	1219	1125	1236	1141	1274	1159	1287, 1288
1094 Ex	1208, 1209	1111†	1220	1126	1236A	1142	1275	1160	1289
1095	1203A	1112	1221	1127	1238	1143	1276	1161	1290
1096	1204A	1113	1222, 1223	1128	1239	1144	1277	1162	1291
1097	1204	1114	1224	1129	1240	1144A	N	1163	1292
1098	1205	1115	1225	1130	1241	1145	1280, 1281		
1098A	N			1131	1242	1146†	1282		
						1147	N		

† 4th Edition Articles cancelled in the 5th Edition

TABLE II—Showing where the rules of the 3rd Edition are to be found in the 4th or 5th Edition of the Civil Service Regulations.

Reference to		Reference to		Reference to		Reference to		Reference to	
3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn
1	1	22	20	52	42	81A	65	113	93
2	2	23	App 4	53 & n. & Example	43 & n	82	66	114	90 n
3	3	24	0	54	44	83	67	115	94
5	4	25	21	55	0	84	68	116	95
6 (*a*)	4	26	22	56	45	8	69	117	96
6 (*b*)	4 n 1	27	0	57	0	87	70	118	97 & 4 App
6 (*b*) n	0	29	23	57A	0	88	71	119	98
6 (*c*)	4	30	24	58	46	89	72	120	99†
7 (*a*)	4	31	25	58A	47	90	73	121	100†
7 (*a*) n 1 & 2	4 n 2	31A	0	59	48	91	74	122	101†
7 (*b*)	0	32	26	60—62	49,50	92	75	123	102†
7 (*c*)	0	33	27	63	51	92 n	0	123 A	103†
8	5	34	28	64	52	93	76	124	104
9	6	35	0	65	0	93(*iii*)*n*	0	125	105
10	7	36	0	67	53	94	77	126	106
11	8	36A	30	68	54	95	78	127	107
11 (iv) n	0	37	31	69	55	96	79	127 I	108 (*a*)
12 (*a*)	9	38	32	70	179	97	80	128	109
12 (*b*)	0	39	33	71	56	98	81	129	110
13	10	40 41	34 & App 1	72	57	99	82	130	111
14	0	42	35	73	58	99A	App 1	131	112, 108 (*b*)
14A	11	43	36	75	59	100	83	132	113
14B	12	45	37	76	60	101	84	133	114, 115
15	13	46	0	77	61	103—105	85	133 n.	0
15A	14	47	38	78	62	106	86	134 (*a*) & n 2	115 (*a*)
16	29	48 & examples 1 & 2 & r 1	39 & r 1 3	79	811, 812	107	87	134 (*a*) n 1 & (*b*)	115 (*a*) n. & (*b*)
17	15	49	40	80 & n 1 & 3	63 & n 1 & 2	108	88	135	116
18	16	50	41	80 n 2	0	109 & n	89	136	117
19	17	51	0	81	64	110 & n	90	137	118
20	18					111	91		
21	19					112	92		

† 4th Edition Articles, cancelled in the 5th Edition

Reference to		Reference to		Reference to		Reference to		Reference to	
3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn
138	119	166	152	198	180 (a) (ii)	232	205(a)	264	232
139	120	167	153	198 A	180 (c)	233	0	264A	233
140	121	167 n	0	199	180 (a) (iii)	234	205(b)	265	234
141	122	167A	154	200	180 (a) (i)	235	206	266	235
141A	123	168	155	201	181	235A	207	267	236
142	124	169	133(a)	202	182	236	208	268	237
142A	125†	170	156	203	183	237	0	269	238
142B	126	171	157	204	184	238	0	270	239
143	127	172	156	205	185	239	209	271	240
144	128	173	158	206	186	240	211	272	241
145	129	174	159	207	187	241	60	273	242
146	130	175	160	208	188	242 & n	214	274	243
146A	131	176	161	209	189	243	215 & n. 1	275	244
147	132	177	162	210	190	243 n	215 n 2	276A	245
148	133(a)	178	163 & App 6	211 212	191	244	217	277	246
149	134†	179	164	213, 214	192	245	216	278	247
150	135	180	165	215	193	246	217	279	248
151	136	181	166	216	194	247	218	280	249
152	137	182	167	217	0	248	219	281	250
154	138	183	0	218	195	249	212	282	251
154A	139	184	168	219	196	250	237(c) n	283	252
155	140	185	168 n	220	197	251	220	284	253
156	141	186	169	222	198	252	221	285	254
157	142	187	168 n	223	199	253	222	286	255
157n (1)	0	188	170	225	200†	256	223	287	256
157A	143	189	171	227	201 n	257	224	288	257
158	144	190	172	227 n 1	0	257A	225	289	258
159	145†	191	173	227 n 2	201	258	226	290	259
160	146†	192	174	228	202	259	227	291	260
161	147	193	175	229	203	260	228	292	210
162	148	194	176	230	204	261 (a)	229	293	261
163	149	195	177	230 (a) b) & c)	0	261 (b)	229 n	294	262†
164	150	196	178	231 (a)	204	262	230	295	263
165	151	197	180 (a) (i) & (b)	231 (b)	0	263	231	295 n	108 (a)
								296	264

† [illegible]

Reference to		Reference to		Reference to		Reference to		Reference to	
3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn
298	265	328	295	351A	320	381	349	415	381
299	266	329	296	352	321 (a)	382	350	416	382
300	267	330	297	352A	321 (b)	383	351	417	383
300 n.	1076 } x	333	298	353	322	384	352	419	384
301	268	334	299	354	323	385	353	420	385
302	0	335 (a)	0	355	324	386	354	421	386
303	269	335 (b)	300 (a)	356 (a)	325	387	355	422	387
304	270	335 (c)	300 (b)	356 (b)	326	388	356	423	0
305	0	336	301	357	327	389	357	425	0
306	271	337	302	358 & r 1	328	390	358	426	388
307	272	338	303	358A	329	391	359	427	389
308	273	339 (a) (i) & (b)	304 (a)	360	321 r 1	392	360	428	390
309	274	339 (a) (ii)	0	360A	321 r 2	392 n	0	429	391
310	275	339 (c)	304 (b)	362	330	393	361	430	392
311	276	339A	305	362 (a) r [illegible]	0	394	362	430 r 2	0
311A	277	339B	306	363	331	395	363	431	393
311B	278	339C	307	364 365	213	396	364	432	394
312	279	340	308	366	332	398	365	433	395
313	280	340 (b) (ii) n	0	366A	333	399	366	434	396
314	281	341	309	367	334	400	365 n	435	397
315	282	342	310	368	335	402 (a) (b) & (e)	367	436	398
315A	283	343	311	369	336	402 (c) & (d)	0	437	399
316	284	344	312	370	337	403	368	438	400
317	285	345	313	371	338	404	369	439	401
318	0	346	314	371 r 2	0	405	370	440	402
319	286	346 n	0	372	339	406	371	441	403
320	287	347	315	373	340	407	372	441 A	404
321 & n (2)	288 & n	348	316	374	341	408	373	443	405†
321 n (1)	0	348 n	0	374A	342	409	374	444	406†
322	289	349	317	375	343	409A	375	445	407
323	290	350 (a) & (b)	318 (a)	376	344	410	376	446	408
324	291	350 (b) r 1	0	377	345	411	377	447	409
325	292	350 (c)	318 (b)	378	346	412	378	448	410
326	293	351	319	379	347	413	379†	449	411 (a) to (e)
327	294			380	348	414	380	452	412

† 4th Edition Articles cancelled in the 5th Edition

Reference to		Reference to		Reference to		Reference to		Reference to	
3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Ed	3rd Edn	4th or 5th Edn
453	0	488	444	518	474	549 (a) r 2 & 3	0	585 & 586	0
454	413	489	445	519	475	549 (b) (c) (e)	0	587	529
455 & 456	414	490	446	520	476	549 (d) (f) & (g)	501 (b) (c) & (l)	587A	530
457	415†	491	447	520A	477	550	501	588	531
458	416	492	448	521	478	551	502	589	532
459	417	493	449	522	479	552	[illegible]	590	533
460	418	494	450	523	480	553	504	591	534
461	419	495	451	524	481	554	505	592	535
462	0	496	452	525	482	555	506	593	536
463	420	497	453	526	0	556	507	594	537
464	421	498	454	527	483	557	508	595	538
465	422	499	455	528	0	558	509	596	539
465A	423	500	456	529	484	559	0	597	540
466	424	501	457	529A	485	560	510	598	541
467	425	502	458	530	486	565	511	599	542†
468	426	503 (a) & r 1 & n	459 (a) n 1 & 2	531	487	566	512	600	543
469	427	503 (b)	0	532	488	567	512 n	601	544
470	428	503 (c)	459	533	489	568	513†	602	545
471	429	504	460	534	490	569	514	603	546
472	430	505	461	535	491	570	515	603 n	0
473	431	506	462†	536	492	571	516	604	547
474	432	507	463	537	493	572	517	605	548
475	433	508	464	538	494 (1)	573	518	607	549
476	434	509	465	539	494 (2)	574	519	608	550
477	435	510	466†	540	494 (3)	575	520	609 & r 1	0
478	436	511	467	541	494 (4)	576	521	609 r 2 & 3	554 r 1 & 2
478 n 1	0	512	468	542	495	577	522	610	551
479	0	513	469	543	496	578	523	611	552
480	437	513 r	0	544	497*	579	524†	612	553
481	438	514	470	545	498	581	525	613	554
482	439	514 n	0	546	499	582	526	614	555
483	440	515	471	547	0	583	527	615	556
484	441	516	472	548	500	584	528	616	537 A n
485	442	517	473	549 (a) & r 1	501 (a) & r 1			617	558
486	443								

† In 4th Edition Arts. cancelled in the 5th Edition

Reference to		Reference to		Reference to		Reference to		Reference to	
3rd Edn.	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn
618	559	651	587	685	617	716	645	746A	674
619	560,	652	588	686	618†	717	646	747	677
620	561	653	589	687	619	718	647	748	678
621	562	654	590	687(d) n. 1	0	718 n 1	0	749	679
622	563	655	591	688	0	718A	648	750	680
623	564	656	592	689	620	719	649	751	681
624	565	656A	593	689A	621	720	650	751A	682
625—627	566	657A Ex.	594	689B	622	721	65	752	683
632	567	658	595	689C	623	722	652	753	684
633	568	659	596	689D	624	723	653	754	685
633 n.	0	659A	597	689E	625†	724	654	755	0
633A	569	660	598	689F	626	725	655	756	686
634	570	661	599	690	627	726	656	757	687
635	571	663	600	691	628	727	657	758	688
636 (a) & (b)	572(a)	663 n	601 n	692	629	727A	658	759	689
636 (c)	572 (b)	664	601	693	630	728	659	760	690
637 (a) & (b)	573 (a)	665	602	694	631	728(a)Ex.	0	761	691
637 (c)	573 (b)	666	603	695	632	729	660	762	692
638	574	669 670	604	696	633	730	661	763	693
639	575	671	605	697	634	731	662	764	694(a)
640	576	672	606	698-702	0	732	663	765	694(b)
641	577†	673	607	703	635	733	664	766	696
642	578†	674	608	703 n 2	0	733A	665	767	697
643	579†	675	609	704	636	734	666	768	698
644	580	676	610	705	637	735	667	769	0
645	581	677	611	706	638	735A to 740A	668 & Ex	769A	695
646 (i)	582	678	0	707	639	740B	669	770	0
646 (ii)	0	679	612	708-710	0	741	670	771	699
647	583	679 (a) n 1	0	711(a)	640	742		772	700
648	584	680	612 Ex	711(b)	0	743	672	773	694(b)
649	585	681	613	712	641	744	673	774	701
649A	586	682	614	713	0	744A	671 n	775	702
650	585(a)	683	615	714	642	745	675	775A	703
		684	616	714A	643	746		775B	704 & 711 (a)
				715	644				

† 4th Edition Articles, cancelled in the 5th Edition

Reference to		Reference to		Reference to		Reference to		Reference to	
3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn.	3rd Edn	4th or 5th Edn
775C	705, 707 & 711(a)	786	738	820	765	853	784	888	824
775D	708, 709 & 711(a)	787	739	821	766	854	795	889	825
775E	712	787A	743	822	767	855	794	891	826
775F	713	788	744	823	768	857	796	892	827
775G	714	789	740	824	0	858	797	893	828
775G(I)	715, 722	790	741	825	769	859	798	894	829
775G(II)	716, 718 & 722	791	742	826	770	860	799	895	830
775G(III)	719, 722	791(d) n	740 n	827	771	861	800	896	326
775G(IV)	720	792—794	745	828	772	862	801	897	831
775G(V)	724	795	0	829	773	862 (iii)	0	898	0
775G(VI)—(VIII)	726	796	0	830	774	863	802	899	832
775G(IX)	721	797	746	831	775	864	803	900	836
775H	714	798	747	832	776	865	805	901	837
775H(I)	723	799	Form 22	833	777	866	806	902	838
775H(II)	715, 722	800	748	834	778	867	807	903	833
775H(III)	716, 718 & 722	801	749	835	779	868	808	904	834
775H(IV)	719, 722	802	750	836	780	868 n	0	905	835
775H(V)	720	803	751	837	781	869	809	906	838
775H(VI)	724, 725	804	752†	838	782	870	810	907	0
775H(VII)	727	805	0	839	783	871	811	908	839
776	728	806	753	840	784	872	813	909	840
777	729	808	754	841	785	873	814	910 (a)	841(a)
778	730	809	755	841A (1)	0	874	815(a) & (c) 1 & 2	910 (b)	841(c)
779	731	810	756	842	786	875	815 (b) & (c)	910 (c)	841(d)
780	0	811	757	843	787	876	816	911	842
781	732	812	758	844	788	877	817	912	843
782	733	813	759	844 n	0	878–880	Form 23	913	844†
783	734	814	760	845	789	881	818	914	845†
784	735	815 (a) & (b)	761 (a)	846	790	882	819	915	841(b) & (c)
785	740	815	761 (b)	847	791	883	820	917	0
786	736	816	762	848	0	884	821	918	846
787	737	817 (a) to (i)	0	849 & (1) & (i)	0	885 (a) & (b)	822 (a)	919	847
		817 (j) to (m)	763	849 (k) & (l) & n	801	885 (c)	822 (b)	920	848
		818	0	851	792	886 887	823	921	849
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† 4th Edition Article, cancelled in the 5th Edition.

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This Index has been compiled solely for the purpose of assisting references No expression used in it should be considered in any way as interpreting the rules

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